Volume

25

Expedient User Manual – Order Tracking

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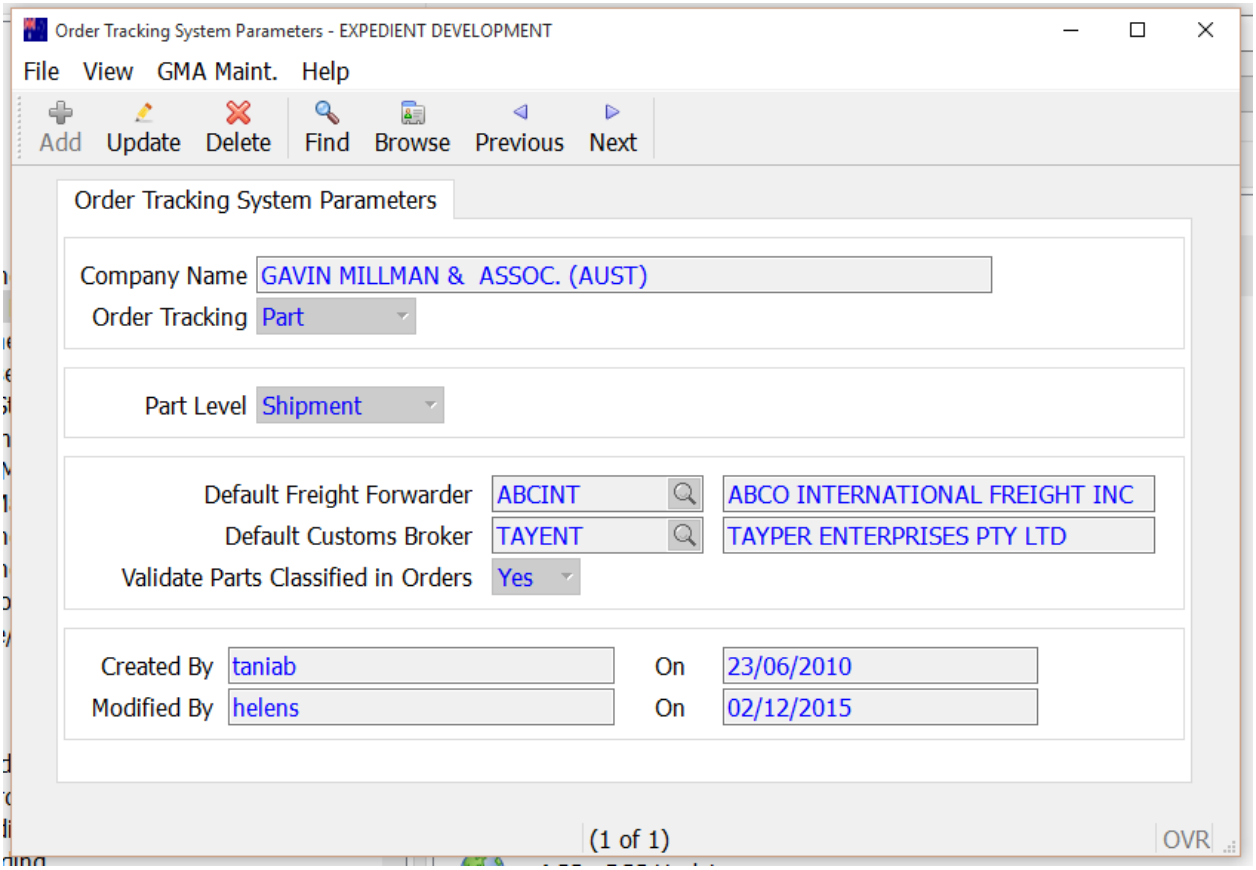
INTRODUCTION

Expedient software containers the Order Tracking Module which allows for the tracking of Orders and Shipments by Customers and Agents via the Web.

System Set up

The system defaults for order tracking are set up using 'Order Tracking Parameters/System Parameters'. This is where the default order tracking type is defined. This can be overridden at the customer level.


Order Tracking System Parameters - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Order Tracking System Parameters
Company Name GAVIN MILLMAN & ASSOC. (AUST)
Order Tracking Part
Part Level Shipment
Default Freight Forwarder ABCINT ABCO INTERNATIONAL FREIGHT INC
Default Customs Broker TAYENT TAYPER ENTERPRISES PTY LTD
Validate Parts Classified in Orders Yes
Created By taniab On 23/06/2010
Modified By helens On 02/12/2015
(1 of 1)
OVR

Field Name	Description	Validation	Default
Company Name	Company Name from Administration>Company Details	N/A	N/A
Order Tracking	None, Order or Part	Mandatory	Blank
Header/Part Level	These options change dependent on the Order Tracking type	Mandatory	Blank
Default Freight Forwarder	Enter the code for the Freight Forwarder where Orders are created for this site	Optional	Blank
Default Customs Broker	Enter the code for the Customs Broker where Orders are created for this site	Optional	Blank
Validate Parts Classified in Orders	Select whether parts are required to be classified before they are used in Orders	Optional	Yes
Created By/On	This is the user to first entered the Order Tracking details for the client and when	N/A	System Generated
Modified By/On	This is the user who last updated the Order Tracking details for the client and when	N/A	System Generated

The following is a description of the different order level tracking type processes:

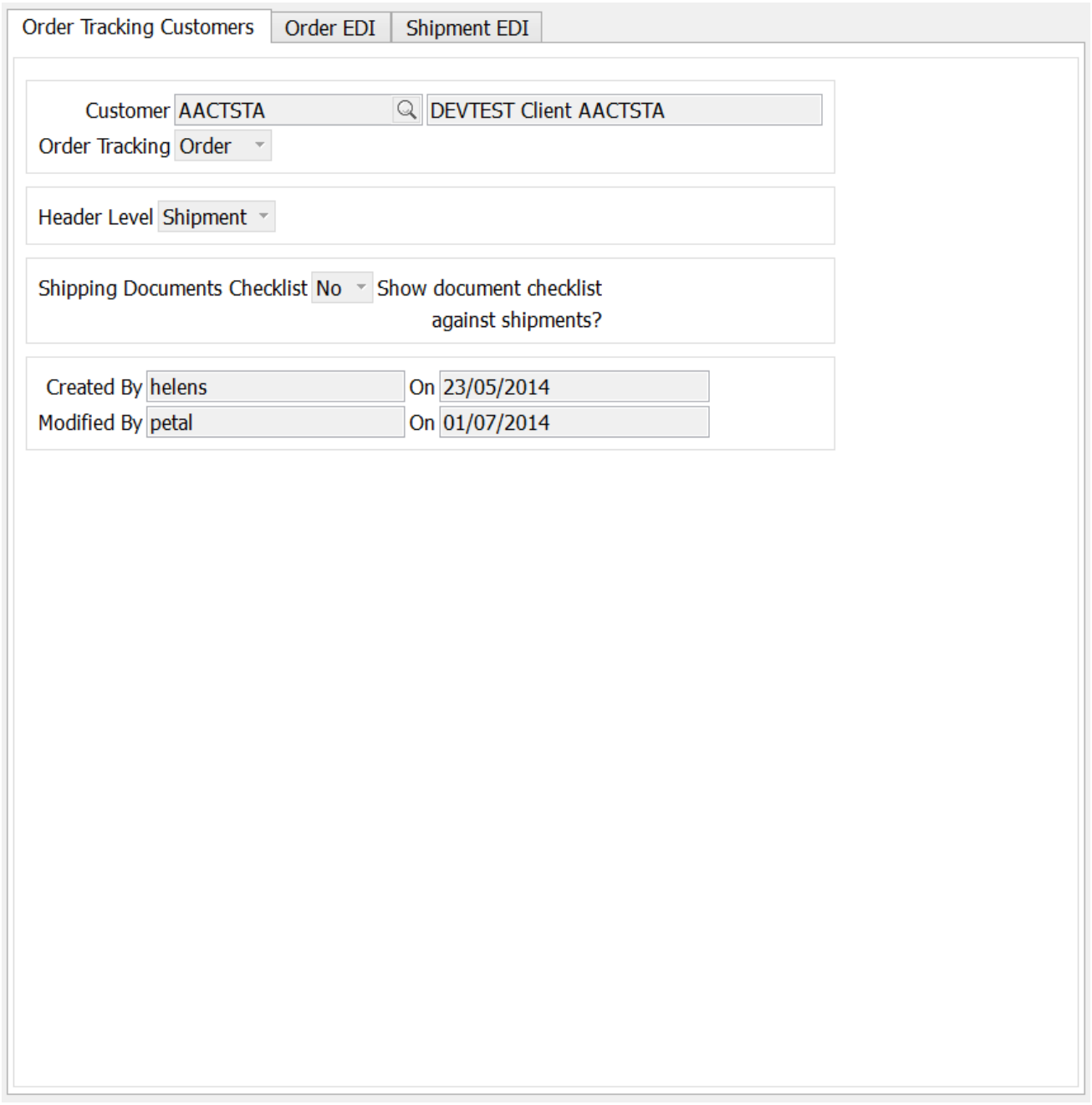
Order Tracking	Level	Description	Advantages/Disadvantages
Order	Shipment	User enters/loads order header. User enters/loads shipment header. User creates the job. Order status is updated based on order header milestones. Shipment related milestones are updated from the shipment until the job is created.	Advantage: Tracking of order prior to job creation. Disadvantage: More Data Entry

Order Tracking	Level	Description	Advantages/Disadvantages
Order	Job	User enters/loads order header. User creates the job. Order status is updated based on order header milestones. Shipment related milestones are updated from the job once it is created. A link is created to the order from the job.	Advantage: Less Data Entry Disadvantage: Tracking of order shipment status from job entry only.
Part	Shipment Line	User enters/loads order header. User enters/loads order lines. User enters/loads shipment header. User enters/loads shipment lines. User creates the job. Order status is updated based on order header and line milestones. Shipment related milestones are updated from the shipment until the job is created. Order line quantities are updated from the shipment lines. A report is used to highlight discrepancies between the order line quantities and the supplier's invoice.	Advantage: Tracking of order prior to job creation. Ability to track parts at container level. Disadvantage: More Data Entry
Part	Shipment	Advantage: Tracking of order prior to job creation. Ability to track parts at container level. Disadvantage: More Data Entry	Advantage: Less Data Entry Disadvantage: Tracking of order line shipment status from suppliers invoice entry only.

Order Tracking	Level	Description	Advantages/Disadvantages
Part	Job	User enters/loads order header. User enters/loads order lines. User DOES NOT enter shipment header. User DOES NOT enter shipment lines. User creates the job. A link is created to the order from the job. Order status is updated based on order header and line milestones. Shipment related milestones are updated from the job. Order line quantities are updated from the suppliers invoice.	Advantage: Less Data Entry Disadvantage: Tracking of order shipment status from job entry only. Tracking of order line shipment status from suppliers invoice entry only.
Default		Please refer to Order Tracking System Parameters Screen	

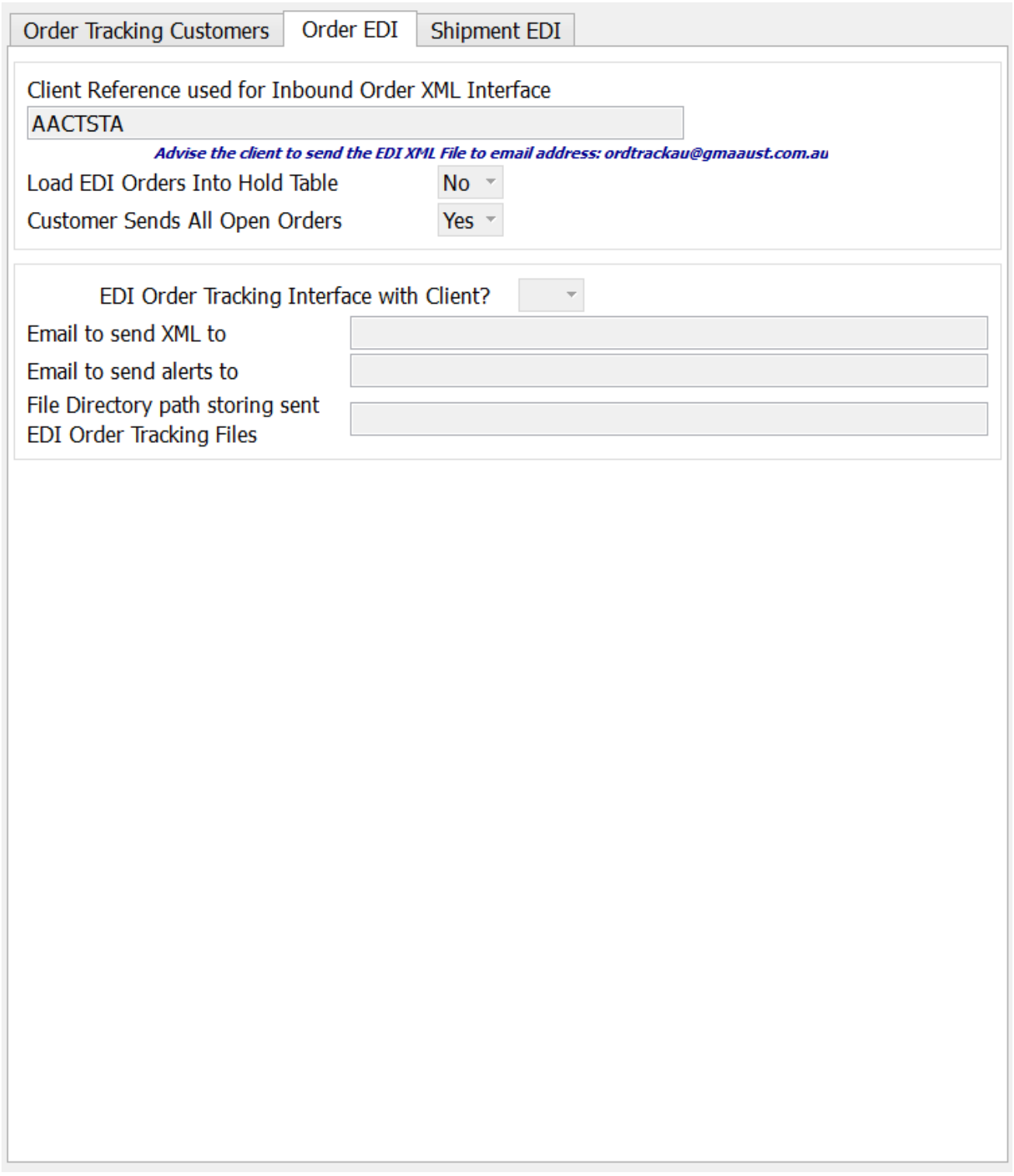
Customer Set Up

Customers that will use order tracking must be set up in the 'Order Tracking Parameters/Customer Parameters' screen. The customer order tracking level can be set up on this screen.

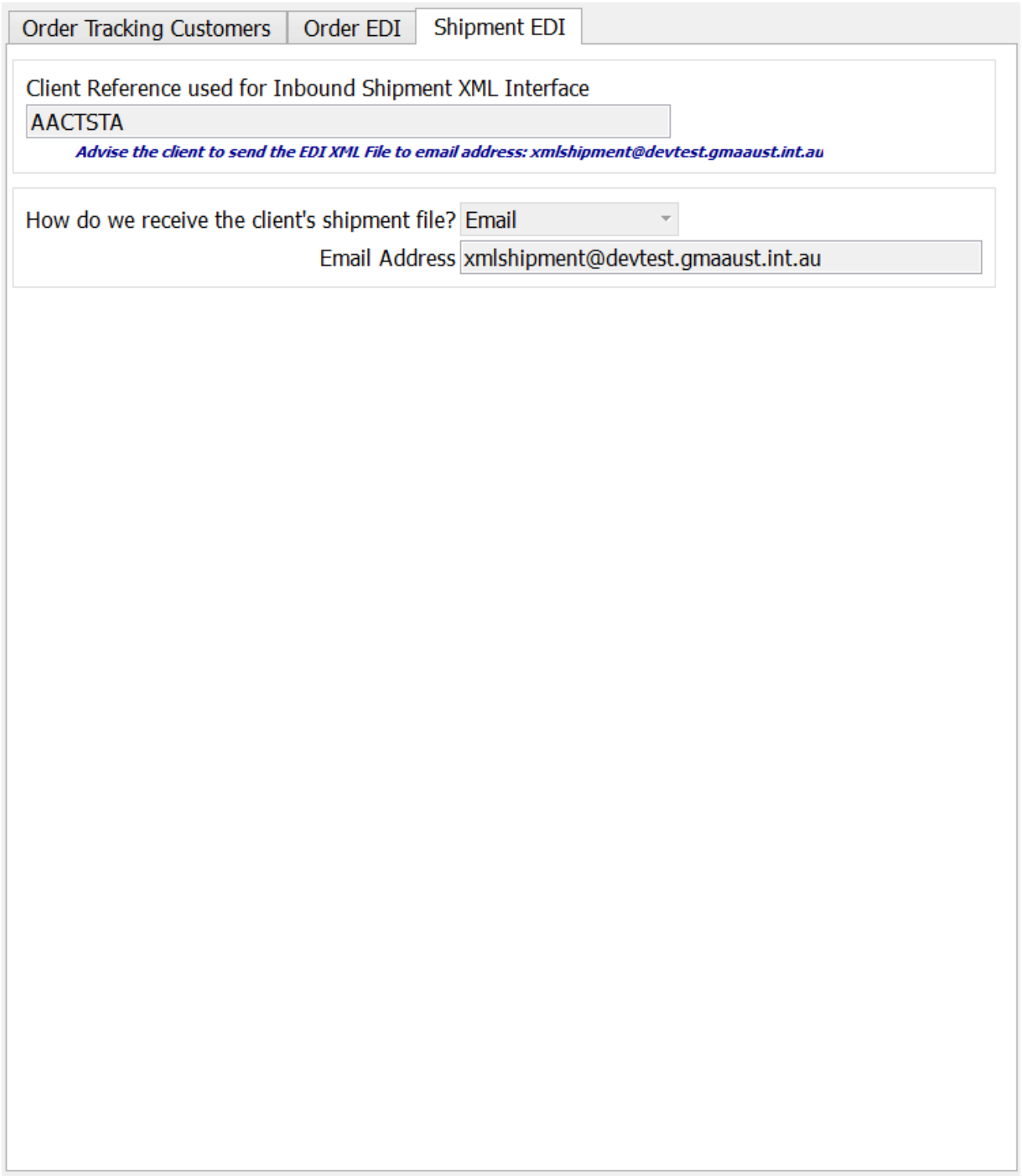


Field Name	Description	Validation	Default
Customer	Select the Customer code that requires Order Tracking	Mandatory	Blank
Order Tracking	Select the type of Order Tracking	Mandatory	Blank
Header Level	Select the type of header information shown	Mandatory	Blank

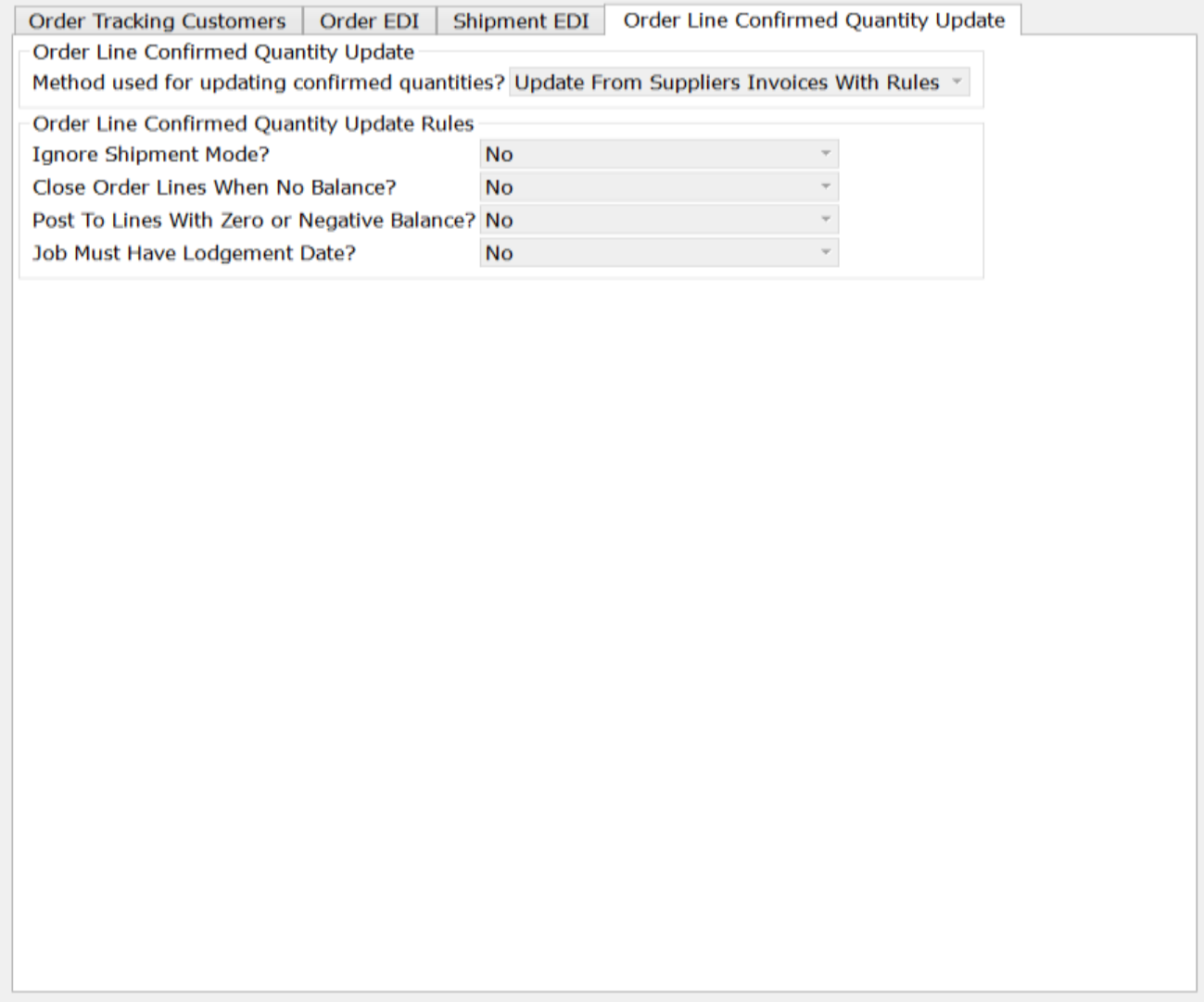
Field Name	Description	Validation	Default
Shipping Documents Checklist	Select whether a document checklist is shown against shipments	Mandatory	Blank
Created By/On	The User Name of the person who originally created the entry.	Read-Only Fields	User Name
Modified By/On	The User Name of the person who modified the existing record.	Read-Only Fields	User Name


Order Tracking Customers
Order EDI
Shipment EDI
Client Reference used for Inbound Order XML Interface
AACTSTA
Advise the client to send the EDI XML File to email address: ordtrackau@gmaaust.com.au
Load EDI Orders Into Hold Table
No
Customer Sends All Open Orders
Yes
EDI Order Tracking Interface with Client?
Email to send XML to
Email to send alerts to
File Directory path storing sent EDI Order Tracking Files

Field Name	Description	Validation	Default
Client Reference used for Inbound Order XML Interface	If the client sends Order data in a file, the file must contain a reference to identify where the file originated from. Input the reference in this field.	Mandatory	Blank
Load EDI Orders Into Hold Table	Determines if the Customer's Orders will be loaded into a holding table via the XML interface or be updated directly into the order tables. NOTE: The holding table is the EDI Order screen.	Mandatory	Blank
Customer Sends All Open Orders	Determines if the XML order file for the Customer will be the full file of open orders. All other orders/lines are closed or cancelled.	Mandatory	Blank
EDI Order Tracking Interface with Client?	Select whether client expects Order XML from Expedient to be sent to them. If yes, then enter in the interface details.	Optional	Blank
Email to send XML to	The email address the XML file should be sent too.	Optional	Blank
Email to send alerts to	The email address the alerts should be sent too.	Optional	Blank
File Directory path storing sent EDI Order Tracking Files	File Directory to store incoming EDI Order Tracking Files.	Optional	Blank


Order Tracking Customers
Order EDI
Shipment EDI
Client Reference used for Inbound Shipment XML Interface
AACTSTA
Advise the client to send the EDI XML File to email address: xmlshipment@devtest.gmaaust.int.au
How do we receive the client's shipment file?
Email
Email Address
xmlshipment@devtest.gmaaust.int.au

Field Name	Description	Validation	Default
Client Reference used for Inbound Shipment XML Interface	This tab will appear if Order Tracking or Header Level = Shipment. (Order Tracking Customers Tab) If the client sends Shipment data in a file, the file must contain a reference to identify where the file originated from. Input the reference in this field.	Optional	Blank
How do we receive the client's shipment file?	Select either the Email, FTP or Write File to Server from the drop down list. Additional fields will appear depending upon the selection.	Optional	Blank



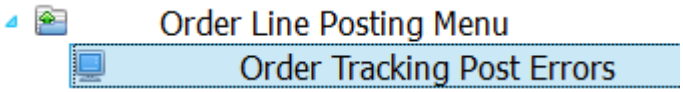
Field Name	Description	Validation	Default
Method used for updating the confirmed quantities?	Defaults to 'Standard Update" (Rules as specified above for order tracking type and level). Standard Update – as described above for order tracking type and level. Update from Suppliers Invoices With Rules – Can be used for any order tracking type and level. When used, the "Order Line Confirmed Quantity Update Rules" will apply. The supplier invoice quantity allocations will be visible from the order lines and reposting of order quantities will be possible from the import job registration screen. Do Not Update Confirmed Quantities – Suspend all updating of confirmed quantities.	Optional	Standard Updated
Ignore Shipment Mode	The shipment mode of the job linked to the supplier's invoice is ignored when posting quantities to the order lines.	Optional	No
Close Order Lines When No Balance	When the balance is 0 or negative then do not allow further posting on the line.	Optional	No
Post To Lines With Zero or Negative Balance	Allow posting to lines with zero or negative balance. Posting will only occur if the order line is not closed for posting.	Optional	No
Jobs Must have a lodgement date	Only use supplier's invoices for jobs that have been lodged when posting quantities to the order lines	Optional	Yes

When "Update from Supplier Invoice With Rules" is used, a background process will run periodically to recalculate confirmed quantities for:

- Import jobs registered within the last 90 days
- With new, deleted or updated supplier's invoices since the last time this post was run. The job will have an OPLP (Order Tracking Part Line Post) event for each time the post is run for the job, OR
- For which a post has never been run.

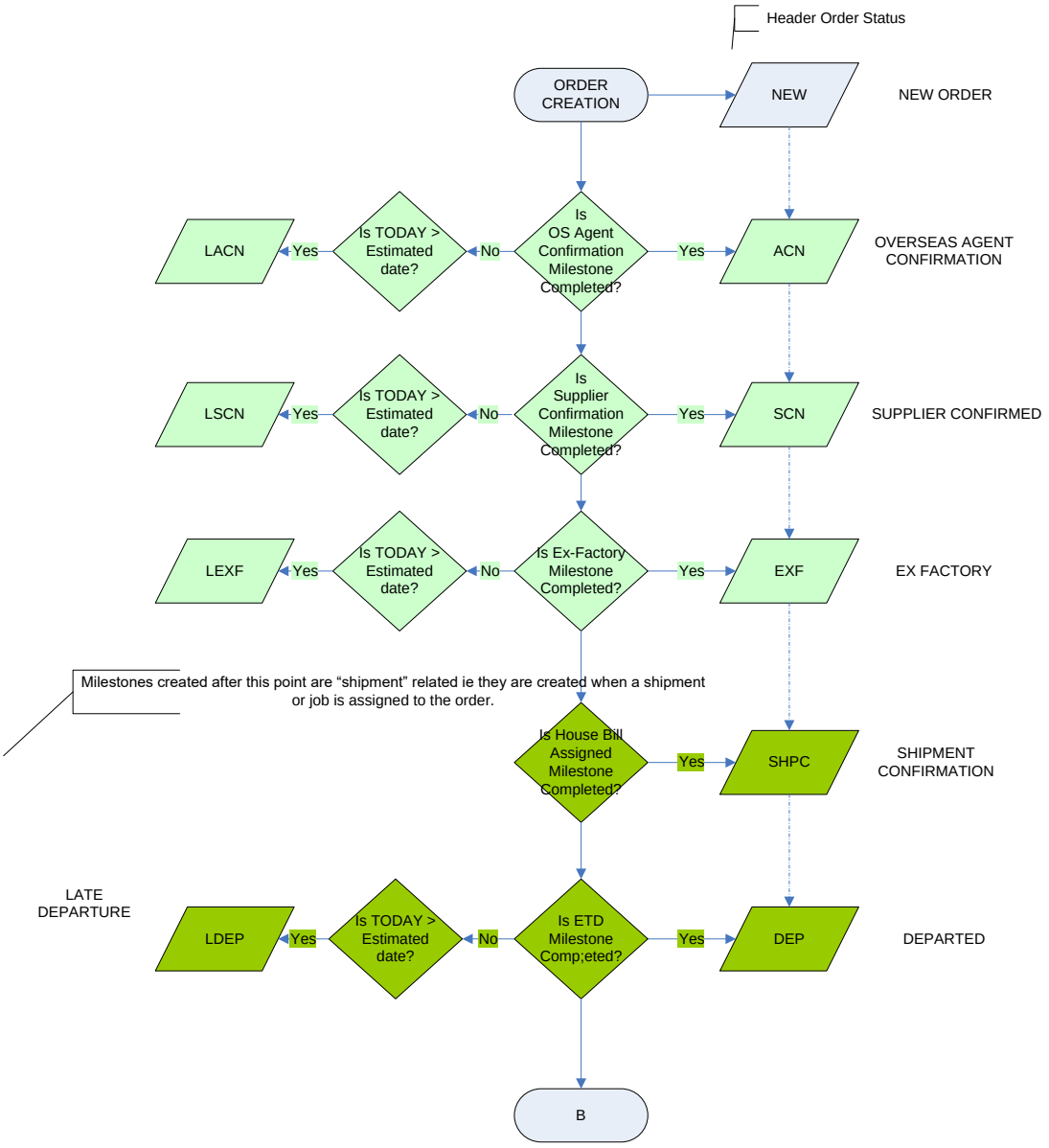
This post can also be run manually from the Import Job Registration screen using Options/More Options/Post Supplier Invoice Qty to Orders.

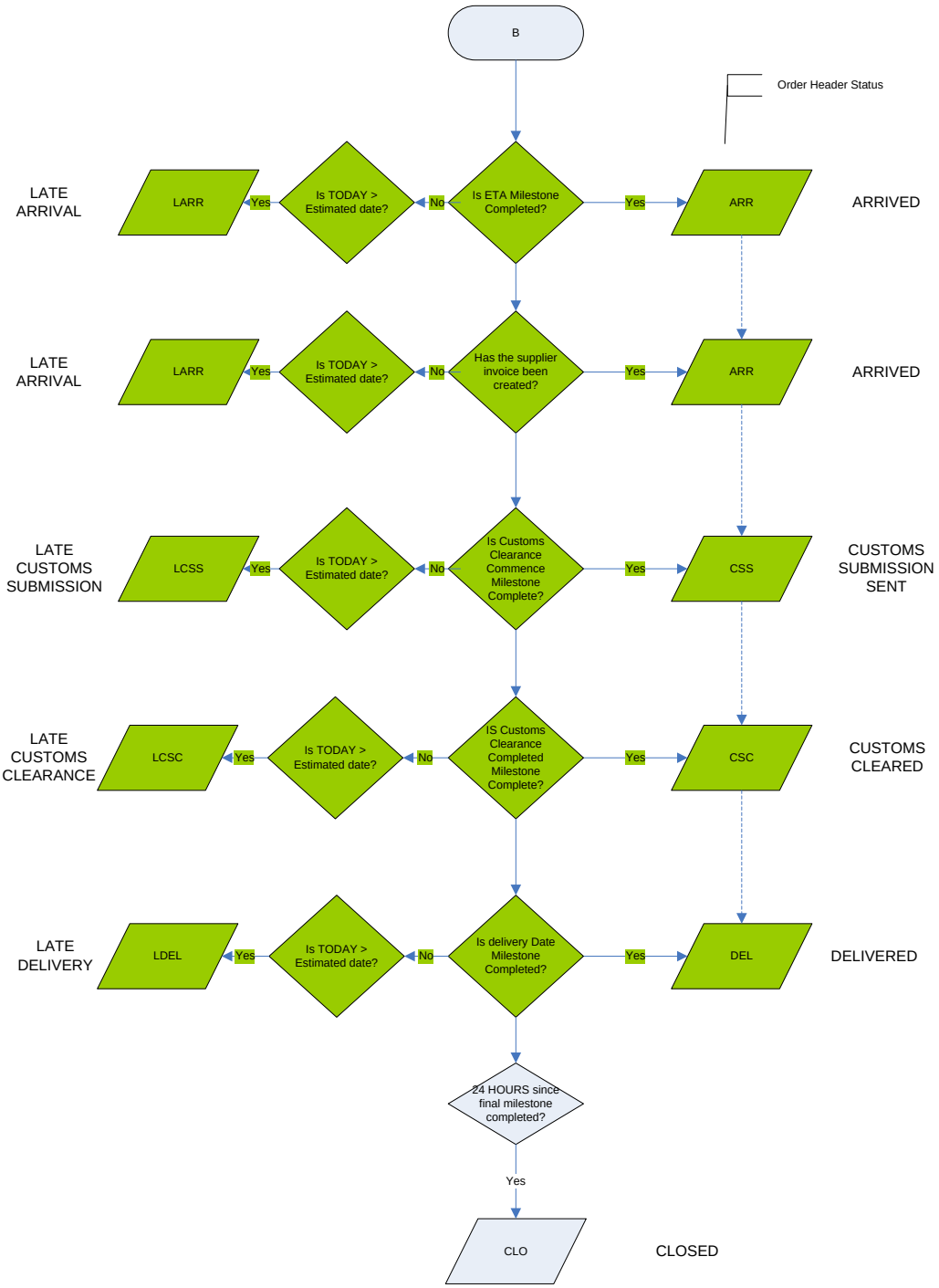
Any errors arising from the posting process can be viewed in the "Order Tracking Post Errors" screen.


Order Line Posting Menu
Order Tracking Post Errors

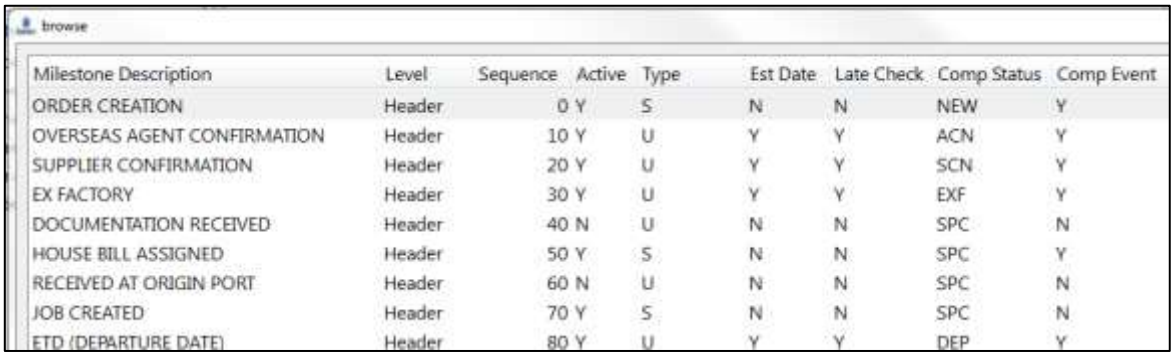
Order Milestones

The following process flow applies for the orders of customers using order tracking.




B
Order Header Status
LATE ARRIVAL
LARR
Yes
Is TODAY > Estimated date?
No
Is ETA Milestone Completed?
Yes
ARR
ARRIVED
LATE ARRIVAL
LARR
Yes
Is TODAY > Estimated date?
No
Has the supplier invoice been created?
Yes
ARR
ARRIVED
LATE CUSTOMS SUBMISSION
LCSS
Yes
Is TODAY > Estimated date?
No
Is Customs Clearance Commence Milestone Complete?
Yes
CSS
CUSTOMS SUBMISSION SENT
LATE CUSTOMS CLEARANCE
LCSC
Yes
Is TODAY > Estimated date?
No
IS Customs Clearance Completed Milestone Complete?
Yes
CSC
CUSTOMS CLEARED
LATE DELIVERY
LDEL
Yes
Is TODAY > Estimated date?
No
Is delivery Date Milestone Completed?
Yes
DEL
DELIVERED
24 HOURS since final milestone completed?
Yes
CLO
CLOSED

Note: The milestones used and their sequence as well as the associated order status can be modified via system parameters. Milestones that can be used in addition to the above are:



browse

Milestone Description	Level	Sequence	Active	Type	Est Date	Late Check	Comp Status	Comp Event
ORDER CREATION	Header	0	Y	S	N	N	NEW	Y
OVERSEAS AGENT CONFIRMATION	Header	10	Y	U	Y	Y	ACN	Y
SUPPLIER CONFIRMATION	Header	20	Y	U	Y	Y	SCN	Y
EX FACTORY	Header	30	Y	U	Y	Y	EXF	Y
DOCUMENTATION RECEIVED	Header	40	N	U	N	N	SPC	N
HOUSE BILL ASSIGNED	Header	50	Y	S	N	N	SPC	Y
RECEIVED AT ORIGIN PORT	Header	60	N	U	N	N	SPC	N
JOB CREATED	Header	70	Y	S	N	N	SPC	N
ETD (DEPARTURE DATE)	Header	80	Y	U	Y	Y	DEP	Y

Web User Set Up

There are two ways that the order tracking system can be accessed:

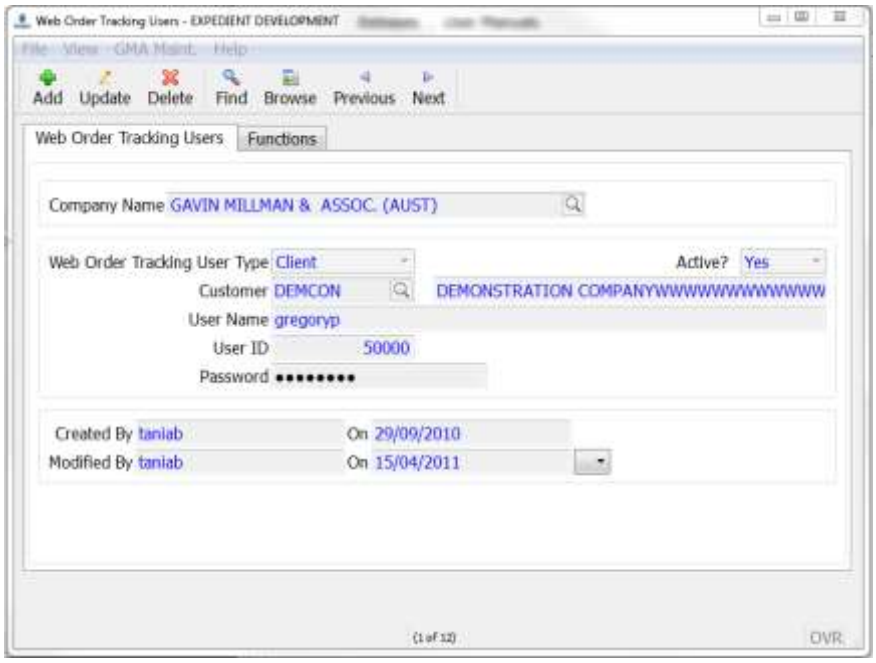
1. Expedient System
2. Expedient Order Tracking Web site

Web users must be set up using 'Order Tracking/Web User Parameters'

Web Users are defined as three different types. The type selected for the web user will control the information the user can access

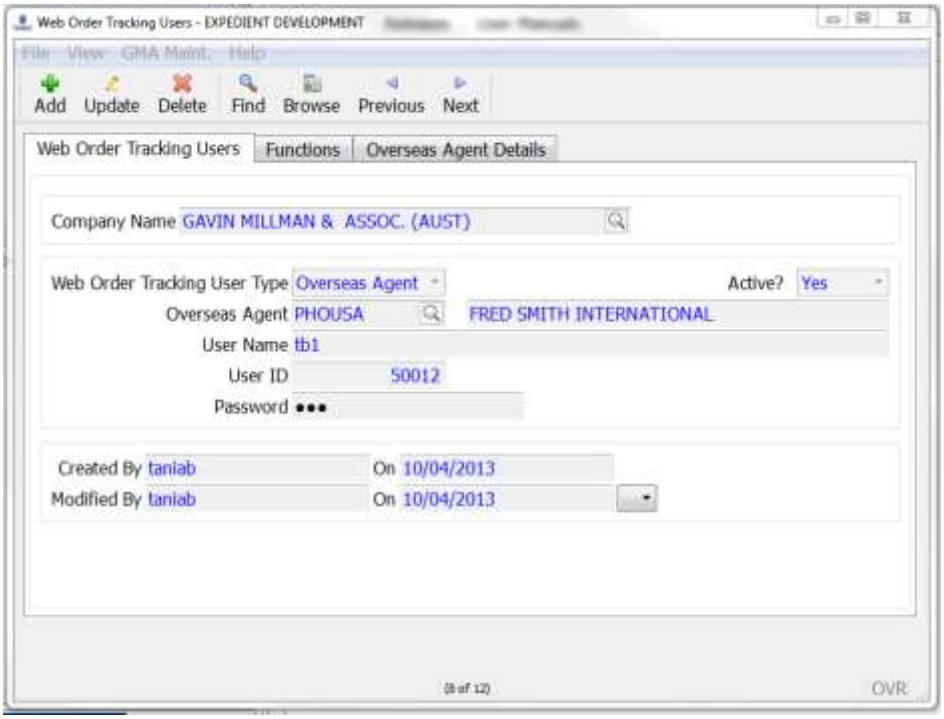
Web User Type	Purpose
Client	Granted to the employees at the client company. Client type web users will be able to access the information regarding imports for their company only.
Overseas Agent	Granted to the employees at the Overseas Agent company. Overseas Agent web users will be able to access the information regarding imports involving their company as the overseas agent.
Administrator	Granted to staff at your own site to monitor the Web Portal for multiple Order Tracking clients, e.g. your Account Manager for a selected group of clients.

Client Access



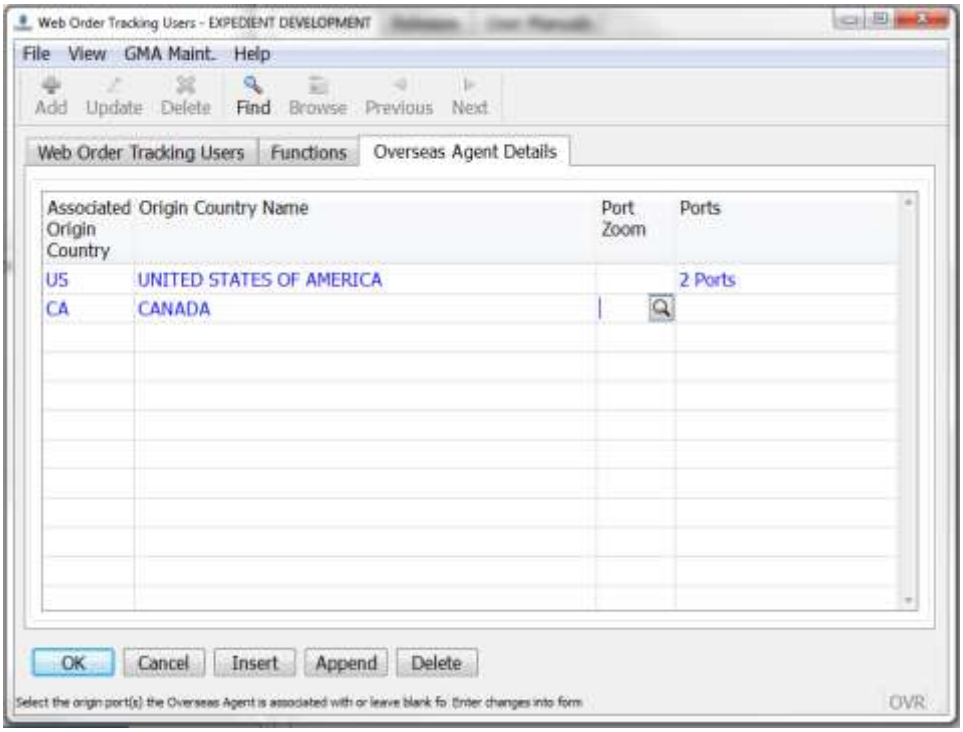
Field Name	Description	Validation	Default
Company Name	This is your company name and cannot be updated	Mandatory	Default from Company Masterfile
Web Order Tracking User Type	Select the type of access granted to the web user	Mandatory	Blank
Active?	Is the Web User active? Select no if access the Order Tracking is no longer required	Mandatory	Yes
Customer	This field appears when the Web User Type is client. Select the client code the contact will be able to access import details for	Mandatory	Blank
User Name	Enter the contact's name	Mandatory	Blank
User ID	This is a system generated code used to identify the web user. The Code will appear on saving the new Web User details.	N/A	Blank
Password	Enter the password for the web user	Mandatory	Blank

Overseas Agent Access

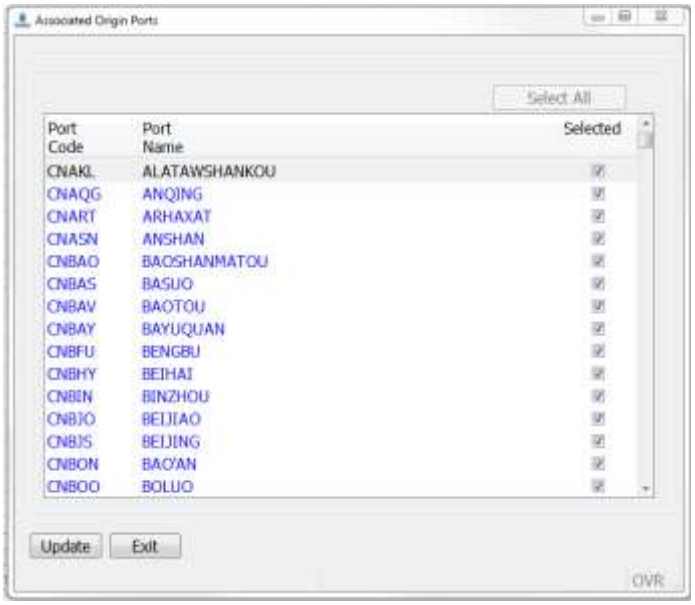


Field Name	Description	Validation	Default
Company Name	This is your company name and cannot be updated	Mandatory	Default from Company Masterfile
Web Order Tracking User Type	Select the type of access granted to the web user	Mandatory	Blank
Active?	Is the Web User active? Select no if access the Order Tracking is no longer required	Mandatory	Yes
Overseas Agent	This field appears when the Web User Type is Overseas Agent. Select the code for the Overseas Agent the Web User is associated with	Mandatory	Blank
User Name	Enter the contact's name	Mandatory	Blank
User ID	This is a system generated code used to identify the web user. The Code will appear on saving the new Web User details.	N/A	Blank
Password	Enter the password for the web user	Mandatory	Blank

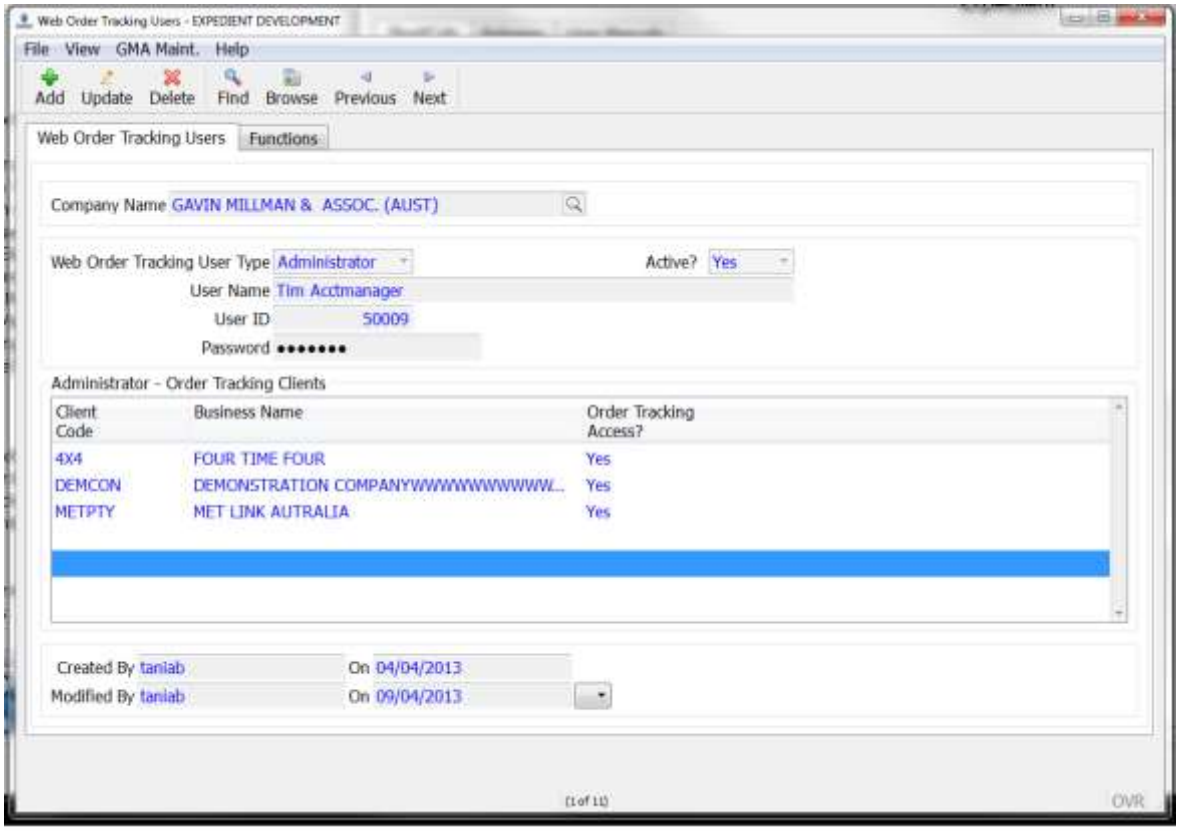
Overseas Agent access can be further configured to restrict access to the origin countries and ports the Overseas Agent contact is associated with. Use the Overseas Agent Details tab to select countries and ports



Field Name	Description	Validation	Default
Associated Origin Country	Select the country of origin that the Overseas Agent is associated with. In Add mode the first line in this table will default to match the street address country in the Customer Masterfile for the Overseas Agent. Additional countries can be added in subsequent lines. Alternatively leave the country column blank to give the Overseas Agent web user access to imports originating from all counties. *E.g. Where the Overseas Agent is associated with imports from China and India but Web User Contact A only wants to see imports originating from China, enter 'CN' in the Associated Origin Country column.* *If Web User Contact B wants to see imports originating from India only enter 'IN" in the Associated Origin Country Column.* *If Web User Contact C wants to see all imports regardless of the Origin Country leave the Associated Origin Country column blank.*	Optional	Default from Company Masterfile for the Overseas Agent

Field Name	Description	Validation	Default
Port Zoom	Select the Ports within the Origin country that the Overseas Agent contact is associated with. In Add mode all the origin ports for the origin country are selected. Use the zoom to view the list of Ports at the Origin country.  Add a tick in the 'Selected' column to provide the web user with access to imports from the origin port. Use the Select All button to quickly select or deselect all ports. The number of ports selected will appear in the 'Ports' column. *E.g. Where the Overseas Agent is associated with imports from China but Web User Contact A only wants to see imports originating from Shanghai and Xiamen, enter 'CN' in the Associated Origin Country column and use the zoom in the Port Zoom column. Use Select All to select all, then UnSelect All to quickly remove all the ticks. Put a tick against 'CNSHA' and a tick against 'CNXMN'. Click OK and Exit. '2 Ports' will appear in the Ports column in the 'CN' row.* *If Web User Contact B wants to see all imports originating from China on Add tab through the Port Zoom column and 'All Ports' will appear in the 'Ports' column.*	Optional	'All Ports'

Administrator Access

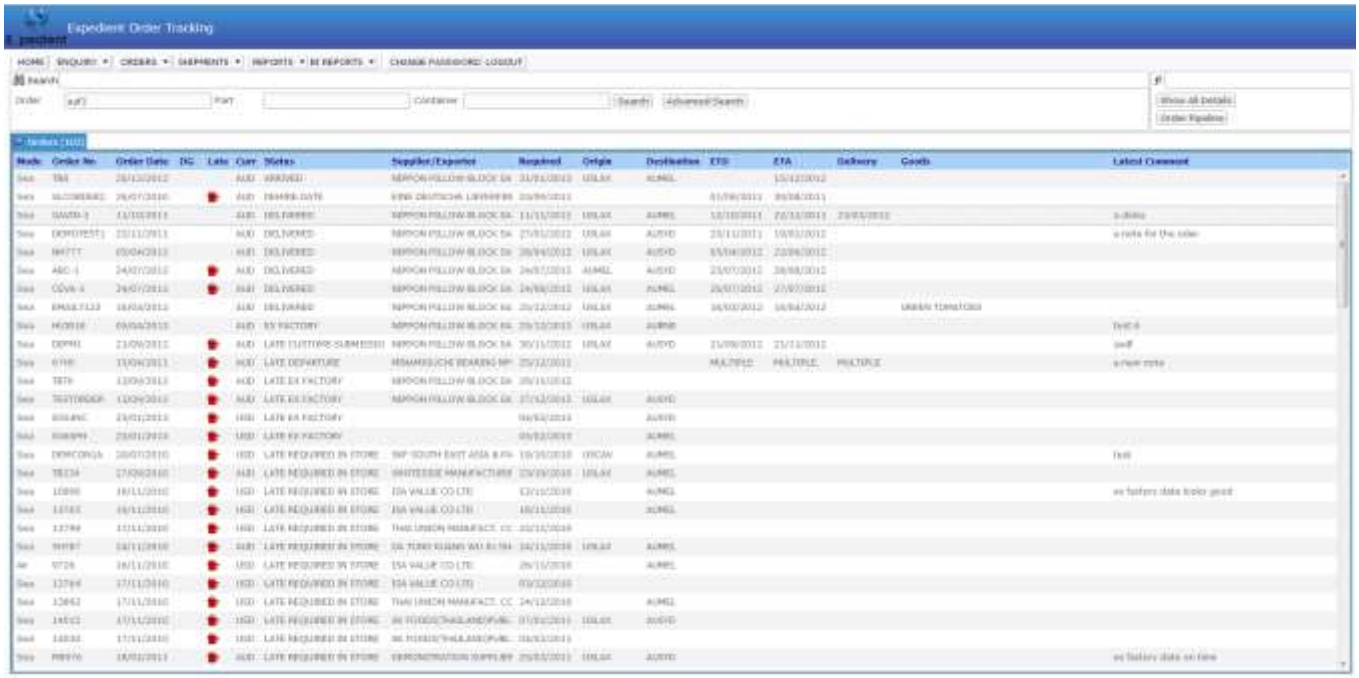

Web Order Tracking Users - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Web Order Tracking Users Functions
Company Name GAVIN MILLMAN & ASSOC. (AUST)
Web Order Tracking User Type Administrator
Active? Yes
User Name Tim Acctmanager
User ID 50009
Password •••••••
Administrator - Order Tracking Clients
Client Code
Business Name
Order Tracking Access?
4X4 FOUR TIME FOUR Yes
DEMCON DEMONSTRATION COMPANYWWWWWWWWW... Yes
METPTY MET LINK AUTRALIA Yes
Created By taniab On 04/04/2013
Modified By taniab On 09/04/2013
(1 of 11)
OVR

Field Name	Description	Validation	Default
Company Name	This is your company name and cannot be updated	Mandatory	Default from Company Masterfile
Web Order Tracking User Type	Select the type of access granted to the web user	Mandatory	Blank
Active?	Is the Web User active? Select no if access the Order Tracking is no longer required	Mandatory	Yes
User Name	Enter the contact's name	Mandatory	Blank
User ID	This is a system generated code used to identify the web user. The Code will appear on saving the new Web User details.	N/A	Blank
Password	Enter the password for the web user	Mandatory	Blank

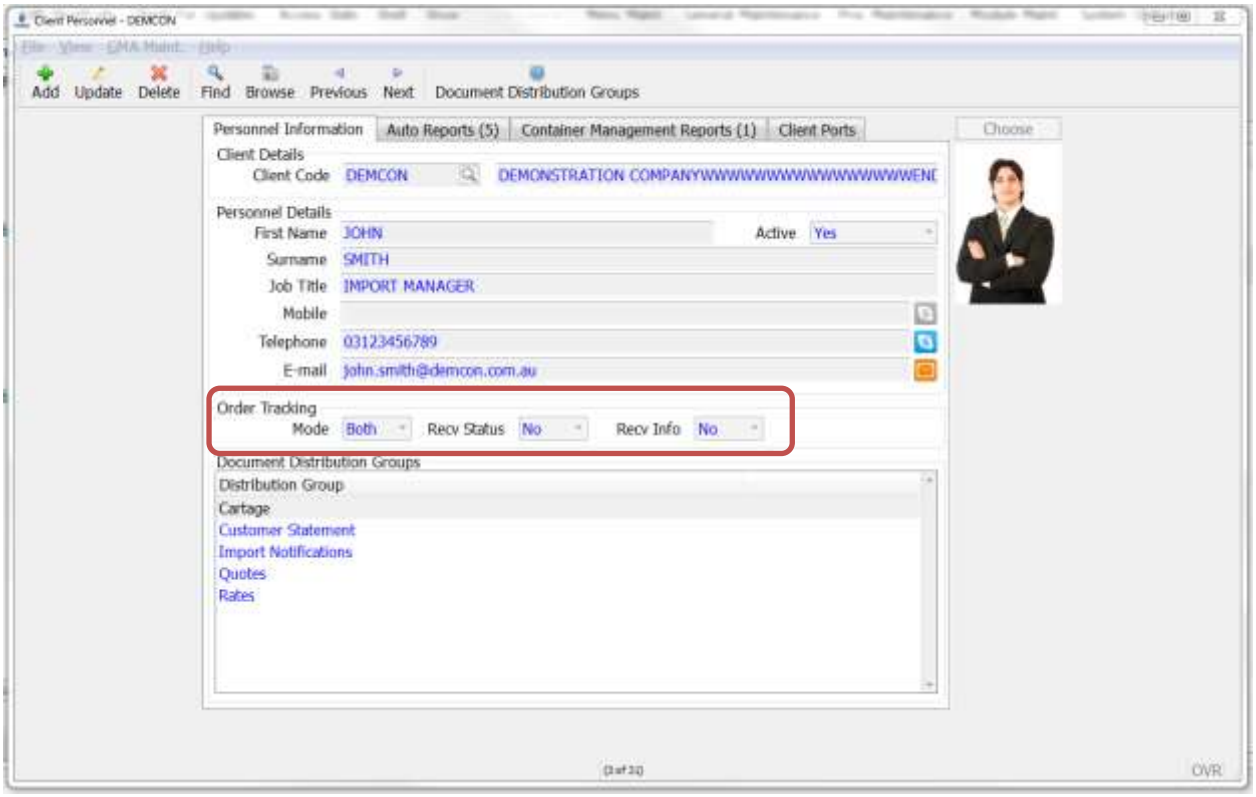
Field Name	Description	Validation	Default
Administrator – Order Tracking Clients	List the Order Tracking Clients the Administrator is able to access in the Web Portal Use the in the client code column to view all active Order Tracking clients	Mandatory	Blank
Order Tracking Access?	Select whether the Web User has access to the client.	Mandatory	Yes

Web Logon

To initiate the web order tracking site enter the required URL into your web browser. At the logon window, enter username and password.

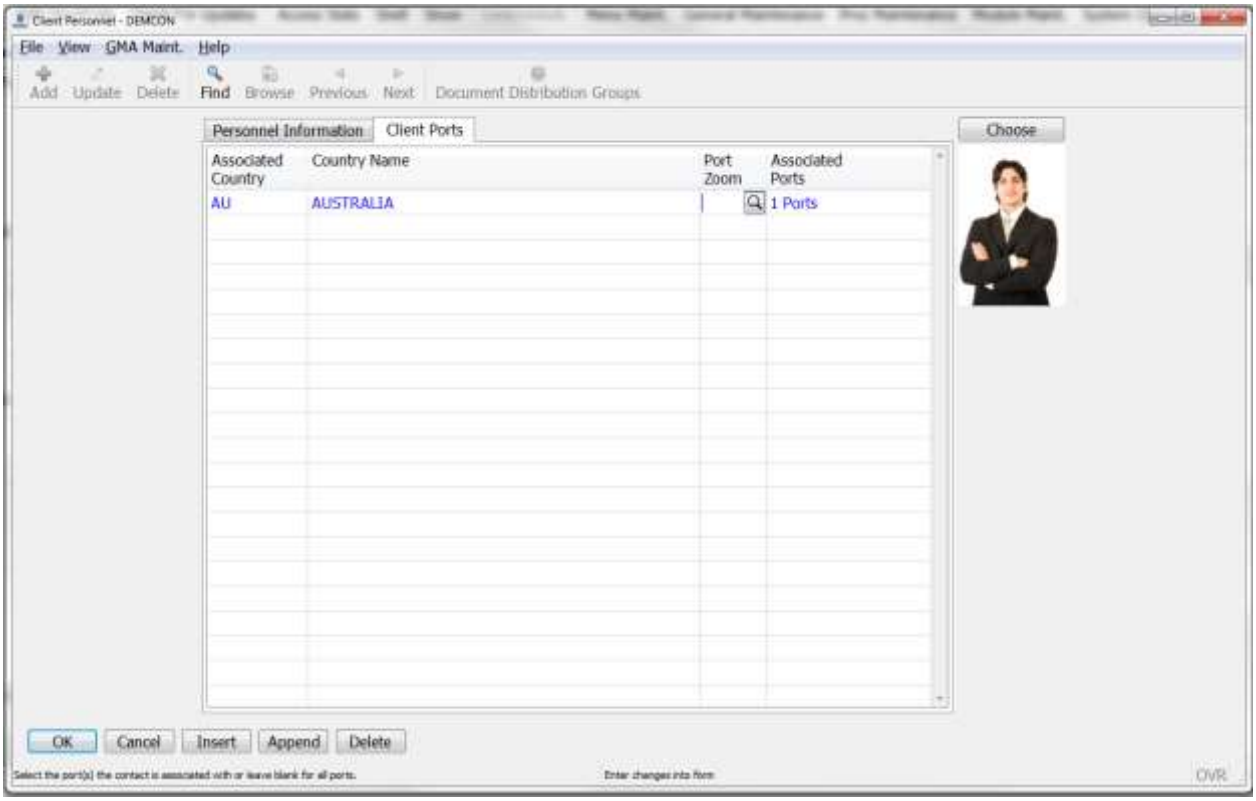


Personnel at the Order Tracking customer can be maintained in the Personnel screen from the Customer Masterfile using the Order Tracking settings.

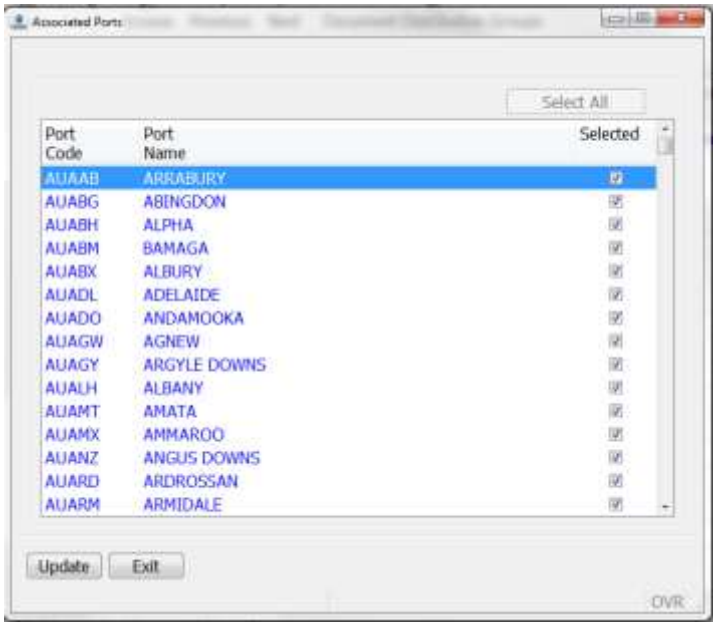


Field Name	Description	Validation	Default
Mode	This indicates whether the contact is useful for Air and/or Sea Job Types.	Mandatory	Both
Country	This displays which country the contact requires Order Tracking for. Use the to select a Country code	Optional	Blank
Recv Status	This indicates whether the contact should be sent Order Tracking status updates by email	Mandatory	No
Recv Info	This indicates whether the contact should be sent Order Tracking Information by email	Mandatory	No

The Ports and Countries the Personnel contact receives Order Tracking updates for can be configured in the 'Client Ports' tab.

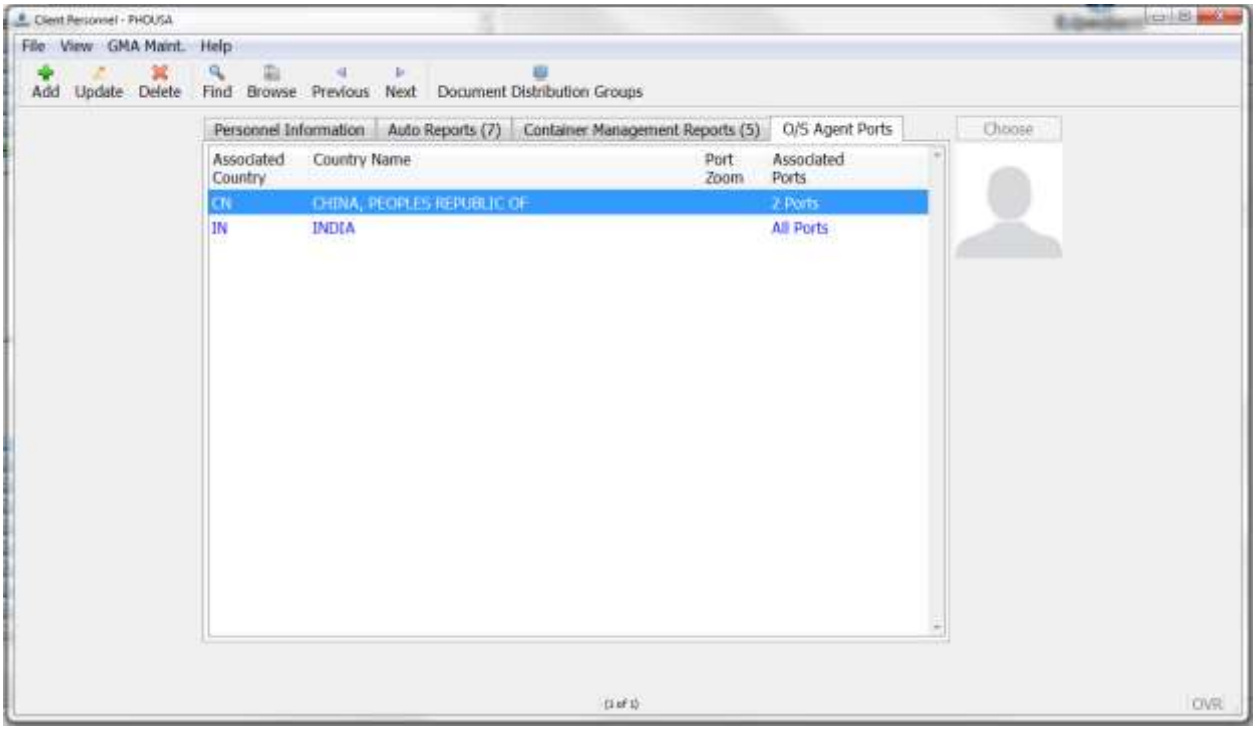


Field Name	Description	Validation	Default
Associated Country	Select the destination country that the client is associated with. In Add mode the first line in this table will default to match the street address country in the Customer Masterfile for the client. Additional countries can be added in subsequent lines. Alternatively leave the country column blank to give the web user order tracking email notifications for imports to all destination countries the client is associated with. *E.g. Where the client is associated with imports to Australia and New Zealand but Web User Contact A only wants to receive order tracking email notifications for Australian imports, enter 'AU' in the Associated Origin Country column.* *If Web User Contact B wants to receive order tracking email notifications regardless of the Destination Country leave the Associated Country column blank.*	Optional	Default from Company Masterfile for the client

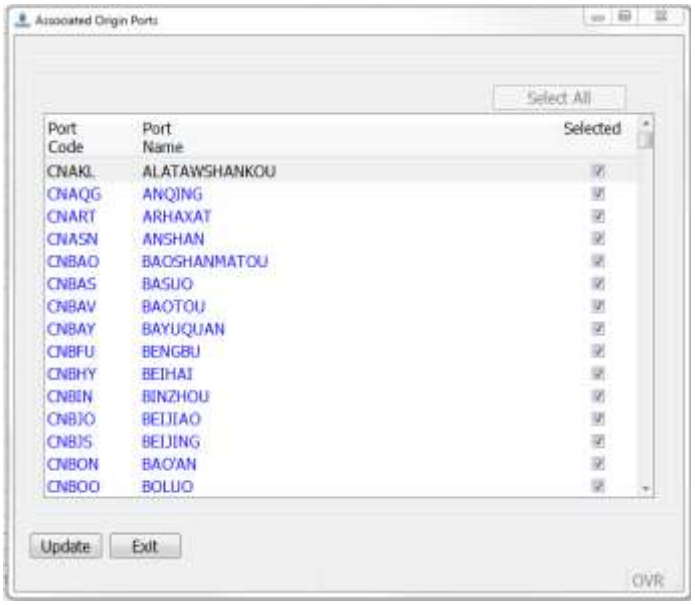
Field Name	Description	Validation	Default
Port Zoom	Select the Ports within the Destination country that the client contact is associated with. In Add mode all the origin ports for the origin country are selected. Use the zoom to view the list of Ports at the Origin country.  Add a tick in the 'Selected' column to provide the web user will order tracking email notifications for imports to that port. Use the Select All button to quickly select or deselect all ports. The number of ports selected will appear in the 'Ports' column. *E.g. Where the Client is associated with imports into Australia but Web User Contact A only wants to receive email notifications for imports into Melbourne and Sydney only, enter 'AU' in the Associated Country column and use the in the Port Zoom column. Use* Select All *to select all, then* UnSelect All *to quickly remove all the ticks. Put a tick against 'AUMEL' and a tick against 'AUSYD'. Click OK and Exit. '2 Ports' will appear in the Ports column in the 'AU' row.* *If Web User Contact B wants to receive email notifications for all imports into Australia on Add tab through the Port Zoom column and 'All Ports' will appear in the 'Ports' column.*	Optional	'All Ports'

If the Personnel contact is at an Overseas Agent that has Order Tracking the Personnel at the Overseas Agent can be further configured to receive Order Tracking email notifications for the Origin Countries and Ports they are associated with.

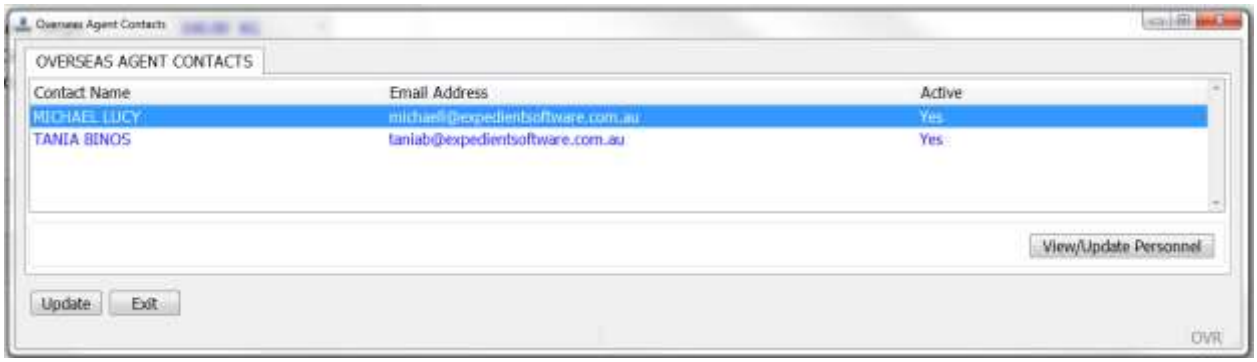
If the client is an Overseas Agent the Personnel Masterfile has an ‘O/S Agent Ports’ tab.



Field Name	Description	Validation	Default
Associated Country	Select the country of origin that the Overseas Agent is associated with. In Add mode the first line in this table will default to match the street address country in the Customer Masterfile for the Overseas Agent. Additional countries can be added in subsequent lines. Alternatively leave the country column blank to give the Overseas Agent web user order tracking email notifications for imports originating from all counties. *E.g. Where the Overseas Agent is associated with imports from China and India but Web User Contact A only wants to receive order tracking email notifications for imports originating from China, enter 'CN' in the Associated Country column.* *If Web User Contact B wants to receive order tracking email notifications for imports originating from India only enter 'IN" in the Associated Country Column.* *If Web User Contact C wants to receive order tracking email notifications for all imports regardless of the Origin Country leave the Associated Country column blank.*	Optional	Default from Company Masterfile for the Overseas Agent

Field Name	Description	Validation	Default
Port Zoom	Select the Ports within the Origin country that the Overseas Agent contact is associated with. In Add mode all the origin ports for the origin country are selected. Use the zoom to view the list of Ports at the Origin country.  Add a tick in the 'Selected' column to provide the web user with order tracking email notifications for imports from the origin port. Use the Select All button to quickly select or deselect all ports. The number of ports selected will appear in the 'Ports' column. *E.g. Where the Overseas Agent is associated with imports from China but Web User Contact A only wants to receive order tracking email notifications for imports originating from Shanghai and Xiamen, enter 'CN' in the Associated Country column and use the in the Port Zoom column. Use Select All to select all, then UnSelect All to quickly remove all the ticks. Put a tick against 'CNSHA' and a tick against 'CNXMN'. Click OK and Exit. '2 Ports' will appear in the Ports column in the 'CN' row.* *If Web User Contact B wants to receive order tracking email notifications for all imports originating from China on Add tab through the Port Zoom column and 'All Ports' will appear in the 'Ports' column.*	Optional	'All Ports'

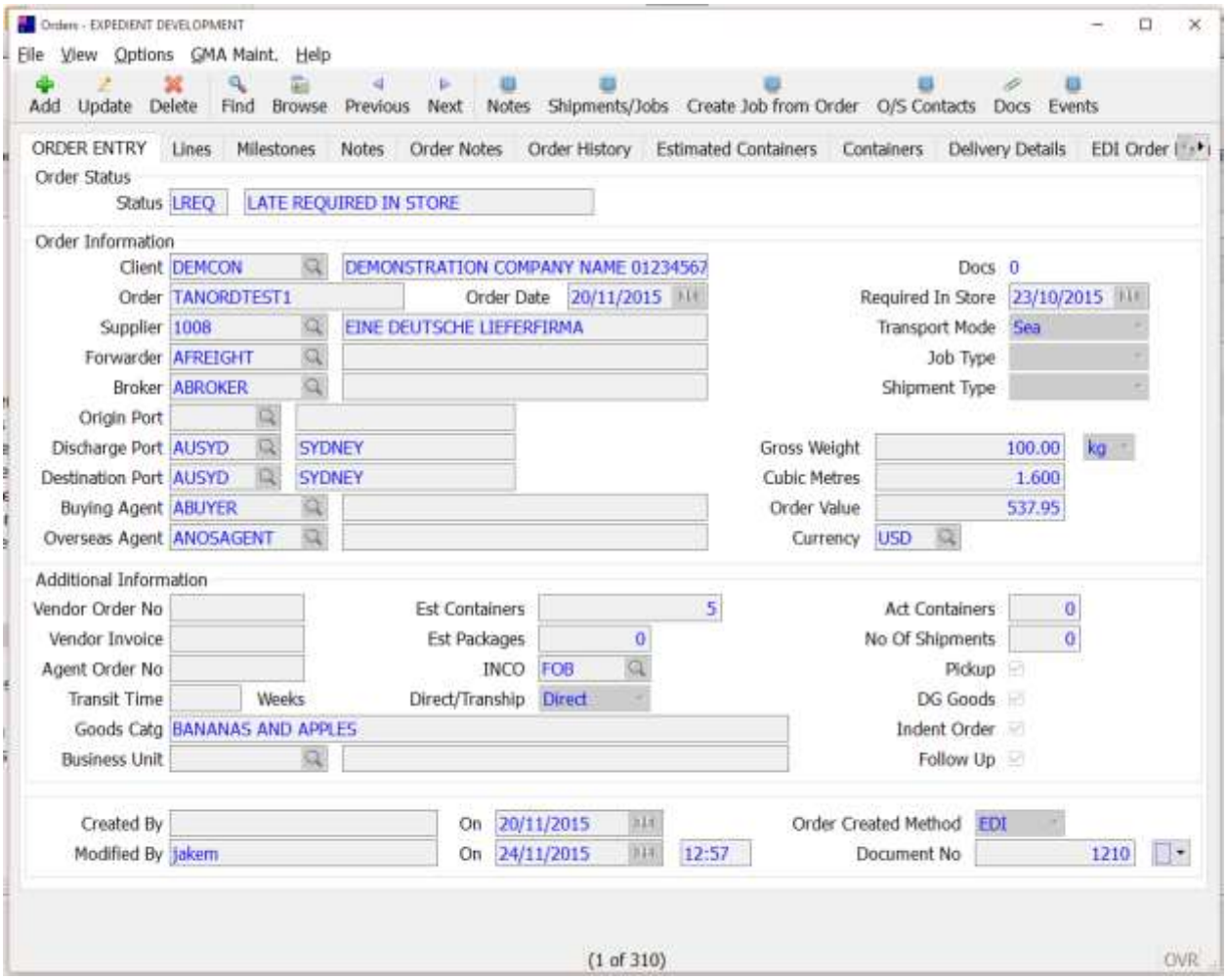
Personnel at the Order Tracking Overseas Agent can also be viewed and updated from the Order Entry screen using the O/S Contacts button. The active Personnel at the Overseas Agent that match the transport mode and receive order tracking email notifications for the origin country and origin port will be listed.



The active status can be updated from this screen. Use the View/Update Personnel button to open the Personnel screen and add or update contact information at the Overseas Agent.

Order Creation (Expedient)

Orders can be entered manually through the Expedient System.



Field Name	Description	Validation	Default
	Order Entry		
Status	This indicates the current status of the Order	N/A	System Generated
Client	This is the client code followed by the Client Business Name. Use the to search for the Customer Code. The client cannot be changed after the Order has been created.	Mandatory	Blank
Order	This is the reference for the Order	Mandatory	Blank
Order Date	This is the date of the Order	Mandatory	Today

Field Name	Description	Validation	Default
Supplier	This is the Supplier of the Order. Use the to search for the Supplier. Expedient will check after this field that a duplicate Client, Supplier and Order Number doesn't already exist in the EDI Order screen.	Mandatory	Blank
Forwarder	This is the Forwarder associated with the Order. Use the to search for the Forwarder	Mandatory	Blank
Broker	This is the Broker associated with the Order. Use the to search for the Broker	Optional	Blank
Required in Store	This is the date the customer requires delivery of the order. This field can be left blank but there is a message on saving the order to check if the required date should be blank.	Optional	Blank
Transport Mode	This indicates how the order is shipped.	Mandatory	Blank
Job Type	This indicates how the type of Sea freight order	Conditional: Mandatory for Sea Freight	Blank
Shipment Type	This indicates is the Shipment is Assembly or Standard. This information will be included in the Order Tracking email notification	Optional	Blank
Origin Port	This is the port of loading for the Order. This field can be populated by the Default Load Port in the Supplier Masterfile if this is provided	Optional	Supplier Masterfile Default Origin Port
Discharge Port	This is the discharge port for the Order	Optional	Blank
Destination Port	This is the final port for the Order	Destination	Discharge Port
Buying Agent	This is the Buying Agent associated with the Order	Optional	Blank
Overseas Agent	This is the Overseas Agent for the Order. This can be automatically populated with the Sea or Air Agent associated with the Supplier in the Supplier Masterfile depending on the Transport Mode for the Order. The Overseas Agent will be reset when the Supplier or the Transport Mode is changed in the Order	Optional	Supplier Masterfile Air/Sea Agent
Gross Weight	This is the Gross Weight for the Order. Enter the units. If lb is selected Expedient can convert to kg	Optional	Blank

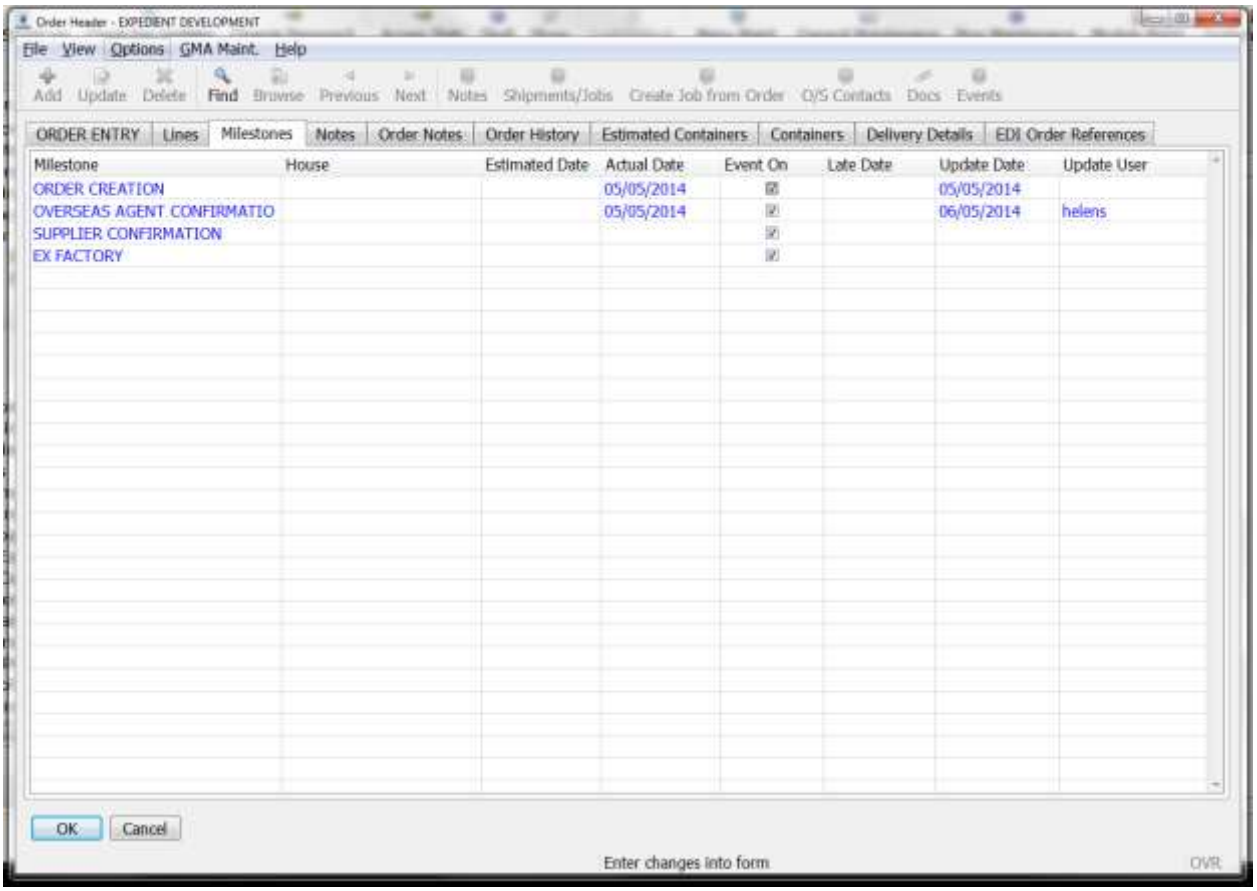
Field Name	Description	Validation	Default
Cubic Metres	Enter the volume in cubic metres for the Order	Optional	Blank
Order Value	Enter the Order Value	Optional	Blank
Currency	Select the Order Value Currency	Optional	Blank
Vendor Order No	This is the Order Number the Vendor associates with this order	Optional	Blank
Vendor Invoice	This is the invoice number used by the Vendor	Optional	Blank
Agent Order No	This is the order number used by the Agent	Optional	Blank
Transit Time	This is the expected transit time for the order in weeks	Optional	Blank
Goods Ctg	This is the goods category for the order	Optional	Blank
Business Unit	This is the code of the Business Unit associate with the Client for this order. Enter an active Business Unit.	Optional	Blank
Est Containers	This is the number of containers expected for the order	Optional	Blank
Est Packages	This is the number of packages expected for the order	Optional	Blank
INCO	These are the INCOTERMS for the order. This will be automatically populated from the Supplier Masterfile if this information has been provided	Optional	Blank
Direct/ Transhipp	This indicates the form of the routing for the order	Optional	Blank
Pickup	This indicates if the goods require pick up	Optional	Unticked
DG Goods	This indicates if the goods are hazardous	Optional	Unticked
Indent Order	This indicates if this is an indent order	Optional	Unticked
Follow up	This indicates if the order is flagged to be followed up	N/A	System Generated
Created By	This displays the name of the user who created the order	N/A	System Generated
On	This displays the date of the order creation	N/A	System Generated

Field Name	Description	Validation	Default
Order Created Method	This indicates how the order was created in Expedient	N/A	System Generated
Modified By	This display the name of the user who last updated the order	N/A	System Generated
On	This display the date the order was last updated	N/A	System Generated
	Lines		
Line No	This indicates the line number for the Order	Optional	Blank
Supplier Part Number	Enter the Supplier Part Number. Use the to search for the Parts stored in the system for the Client and the Supplier	Conditional: Mandatory if a Line No is added	Blank
Part Description	This displays the part description for the selected part number	N/A	Parts Masterfile
UOM	This is the unit of measurement for the order line. Use the to select a UOM code	Optional	Blank
Ordered	Enter the number of parts on the order line	Conditional: Mandatory if a Line No is added	Blank
Unit Value	Enter the unit value for the order line	Optional	Blank
U.UQ	Enter the secondary unit of measurement for the part	Optional	Blank
Confirmed	This is the date the order line was confirmed by the overseas agent	N/A	Overseas Agent
Delivered	This is the date the order line was delivered	N/A	Job Registration
Cancelled	This is the date the order was cancelled	N/A	Order Tracking
Unit Price	Enter the unit price for the part	Optional	Blank

Field Name	Description	Validation	Default
Required Date	This is the date the order line is required by the customer	Optional	Defaulted from Order Entry tab
Status	This is the current status for the Order Line	N/A	System Generated
Value	This is the value for the order line based on Ordered x Unit Price	N/A	System Generated
Mode	You can manually select Air or Sea from the drop down list or when saving this line – it will default to the MOT that is shown in the Transport Mode on the Order Entry Tab.	N/A	System Generated
Deliver Code	This is hidden by default but can be accessed by right clicking the column heading and selecting Delivery Code. You can use the Zoom function to search for the Delivery Code. Once it is added it will appear in the Deliver To fields underneath the line items. These Delivery details will change as the user moves to each line item.	Optional	Blank
Post Closed	This is only visible for customers that use "Update From Suppliers Invoices With Rules". It is a noentry Yes/No field that shows if the order line has been closed for further posting of quantities from suppliers invoices.	N/A	No
Reference Name	This reference name is based on the line level and can be changed as the user moves to each line item. Additional information that needs to be known is to be added in this field.	Optional	Blank
Reference Value	This reference value is based on the line level and can be changed as the user moves to each line item. Additional information that needs to be known is to be added in this field.	Optional	Blank
Added By/AddedOn	These are Read-Only fields and outlines who added the reference on the line level and on which date.	Optional	Blank

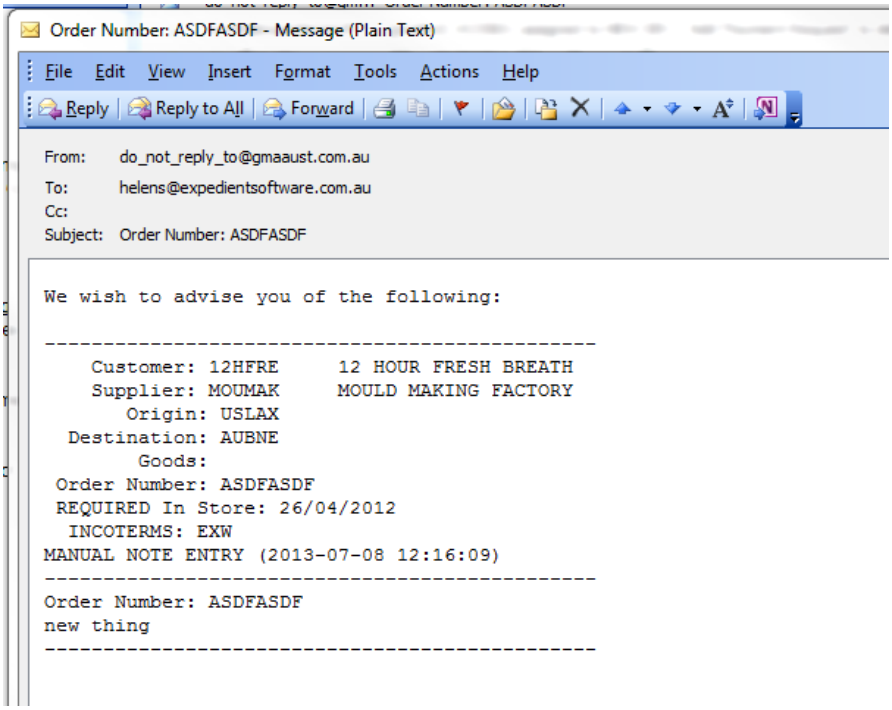
Order Milestones

The completion of a milestone can be associated to an event such as a notification or report being emailed to a contact associated to one of the order entities (customer, supplier, agent, freight forwarder, customs broker).


Order Header - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Milestone House Estimated Date Actual Date Event On Late Date Update Date Update User
ORDER CREATION 05/05/2014 05/05/2014
OVERSEAS AGENT CONFIRMATIO 05/05/2014 06/05/2014 helens
SUPPLIER CONFIRMATION
EX FACTORY
OK Cancel
Enter changes into form
OVR

When an estimated date has been entered against a milestone, the status of the order will become a *late* order status if the milestone has not been completed by that date (refer to order status flow-chart). Orders in a late order status are automatically flagged for follow-up. This allows to user to search and report on those orders that have fallen behind schedule.

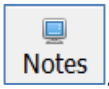
The user can enter a completed date against a milestone. This will cause the status of the order to change and will trigger email notifications to appropriate contacts.



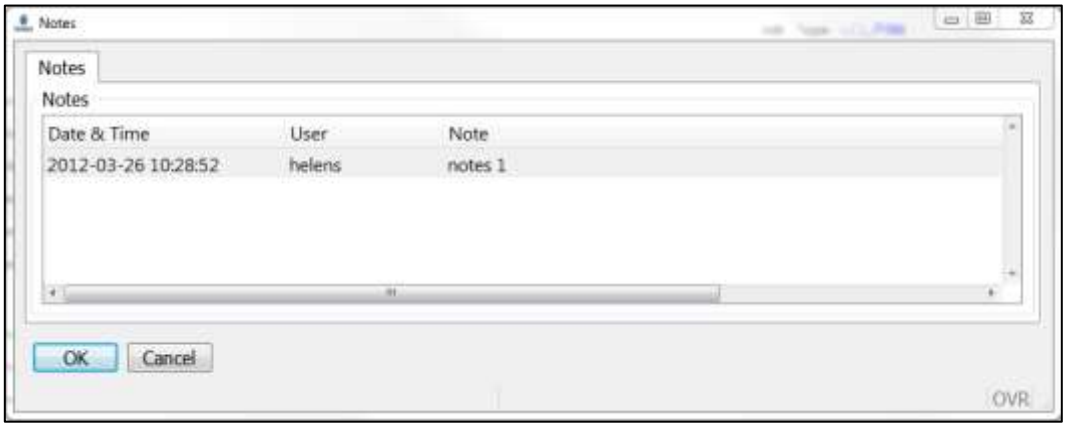
Milestones do not need to be completed in order. The status of the order is updated based on the last completed milestone.

Where the order is linked to one or multiple jobs and the actual date of the final milestone in each job is known the Order will show 'Completed' status 2 days after the final job milestone date, e.g. the final container associated with an order is dehired on 28th July, so the Order will show 'completed' on 30th July.

Updating Notes

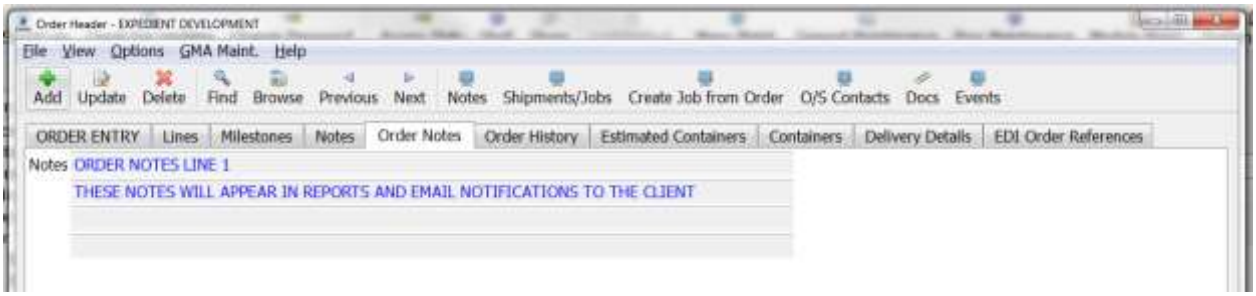
Use the Notes tab in the Order Entry screen or use the toolbar button 

.



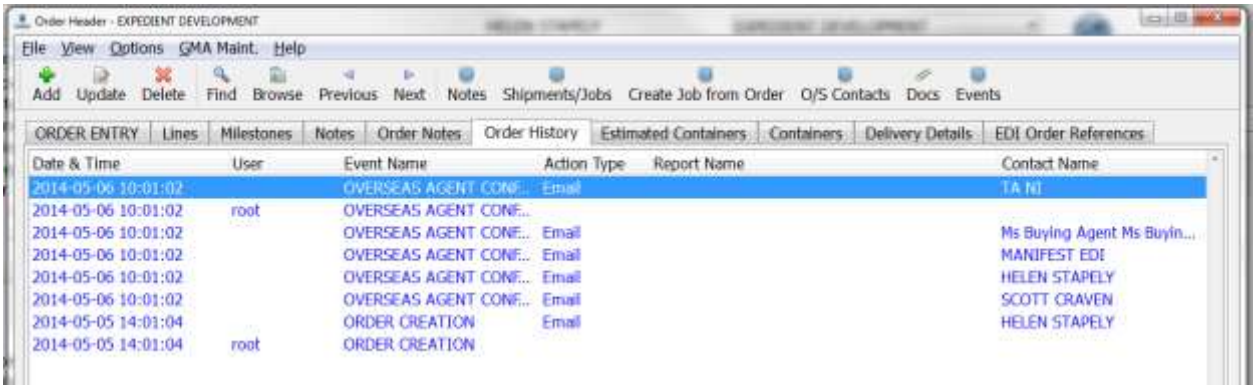
Order Notes

Use the Order Notes tab to enter text for the order. The Order Notes will appear on all email notifications to the client and can be added to the Order Tracking reports to the client.

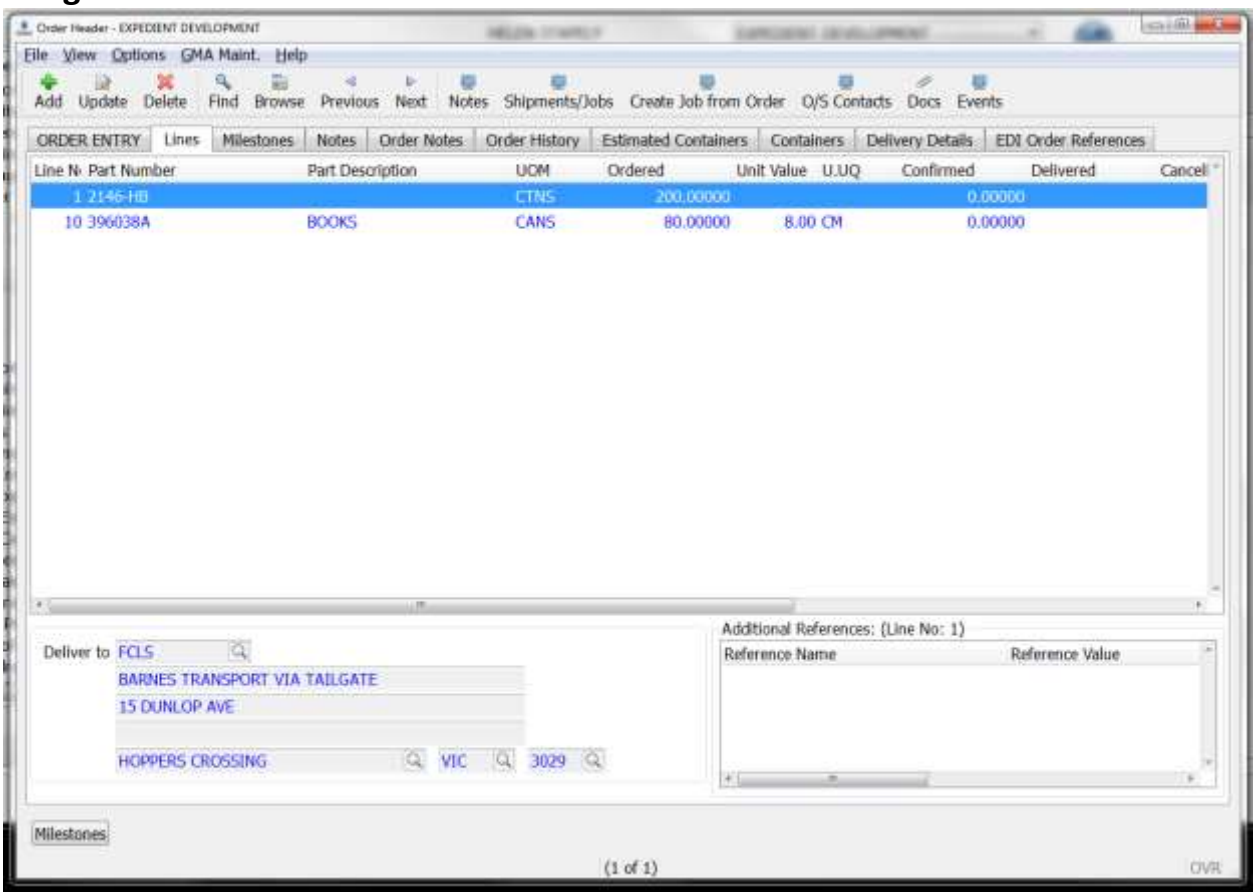

Order Header - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Notes ORDER NOTES LINE 1
THESE NOTES WILL APPEAR IN REPORTS AND EMAIL NOTIFICATIONS TO THE CLIENT

Order History

View the history for the Order in this tab. Notification emails sent automatically on status updates will be listed here with each recipient email address. Double click on a row to view the Note in full.


Order Header - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Date & Time User Event Name Action Type Report Name Contact Name
2014-05-06 10:01:02 OVERSEAS AGENT CONF... Email TA NI
2014-05-06 10:01:02 root OVERSEAS AGENT CONF...
2014-05-06 10:01:02 OVERSEAS AGENT CONF... Email Ms Buying Agent Ms Buyin...
2014-05-06 10:01:02 OVERSEAS AGENT CONF... Email MANIFEST EDI
2014-05-06 10:01:02 OVERSEAS AGENT CONF... Email HELEN STAPELY
2014-05-06 10:01:02 OVERSEAS AGENT CONF... Email SCOTT CRAVEN
2014-05-05 14:01:04 ORDER CREATION Email HELEN STAPELY
2014-05-05 14:01:04 root ORDER CREATION

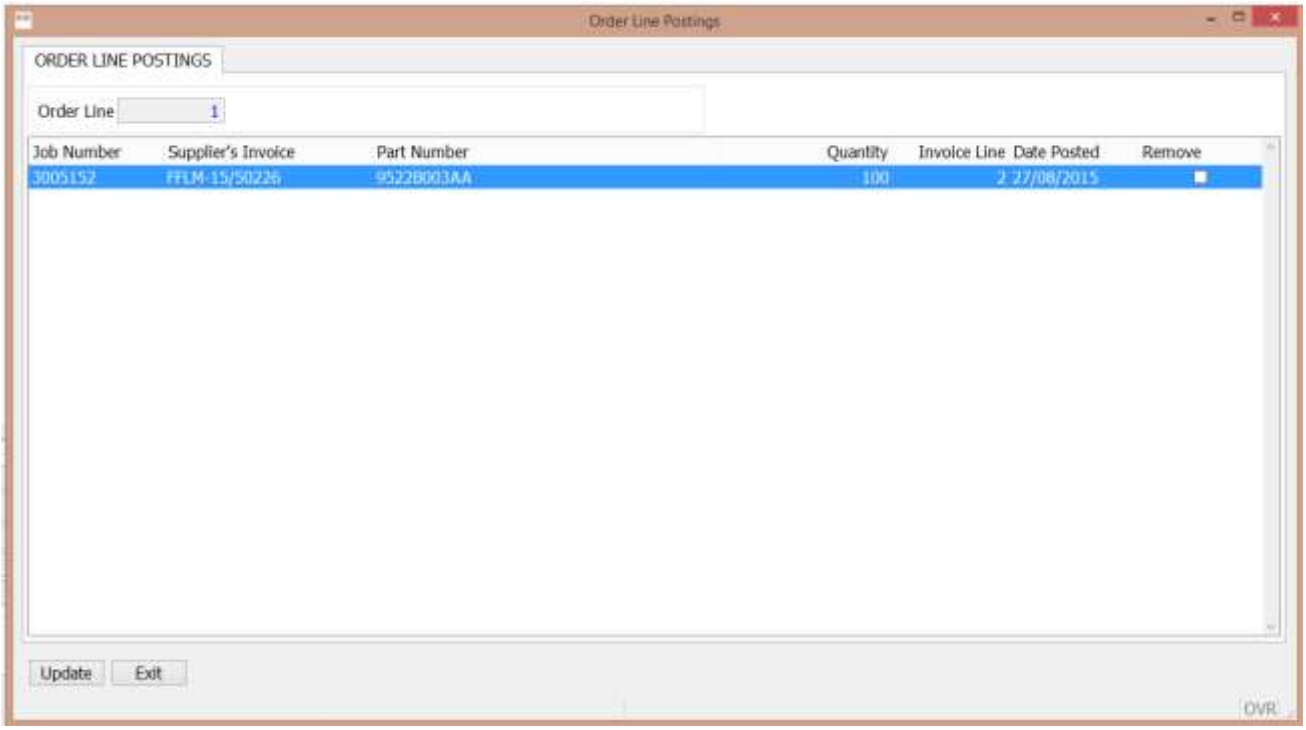
Adding Lines


Order Header - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Line N Part Number Part Description UOM Ordered Unit Value U.UQ Confirmed Delivered Cancel
1 2146-HB CTNS 200.00000 0.00000
10 396038A BOOKS CANS 80.00000 8.00 CM 0.00000
Deliver to FCLS
BARNES TRANSPORT VIA TAILGATE
15 DUNLOP AVE
HOPPERS CROSSING VIC 3029
Additional References: (Line No: 1)
Reference Name Reference Value
Milestones
(1 of 1)
OVR

Line milestones are only available when using part level tracking.

Order Postings

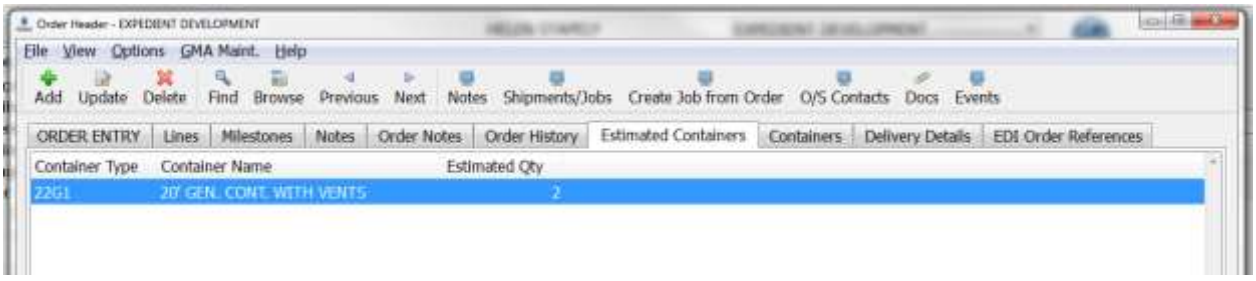
Double clicking on an order line will display the job/supplier invoice/line and quantity that has been allocated to this order line. A line can be removed from the order line and this will update the confirmed quantity on the order line. At any point in time, the total confirmed quantity on an order line will be the sum of the posting records.



This is only visible for customers that use "Update From Suppliers Invoices With Rules"

Estimated Containers

When entering an order, the user can enter an estimated number of containers. Actual containers can be assigned to the order after shipments have been assigned to the order (when using shipments) or when import jobs have been assigned to the order (when not using shipments).


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Container Type
Container Name
Estimated Qty
22G1
20' GEN. CONT. WITH VENTS
2

Containers

This tab lists the actual containers on shipments linked to the Order. See Assigning Containers to the Order

Delivery Details

Enter the code for the Delivery Address the Order is going to. Use the to search for a Delivery Address code stored for the client in Expedient.

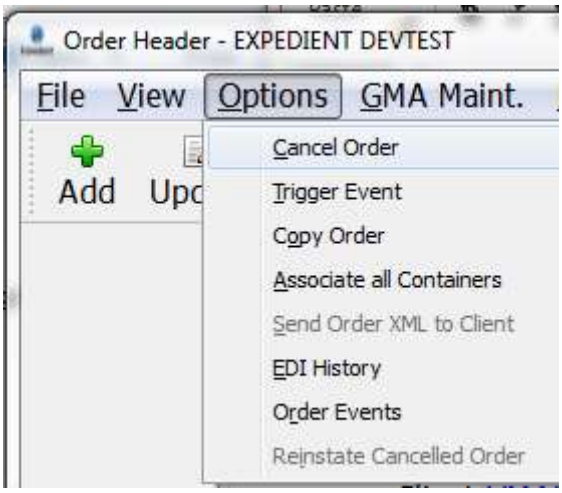
NOTE: You do not need to enter in the Delivery Code to save the record. You can just enter in the delivery address in the fields under the code field.

EDI Order References

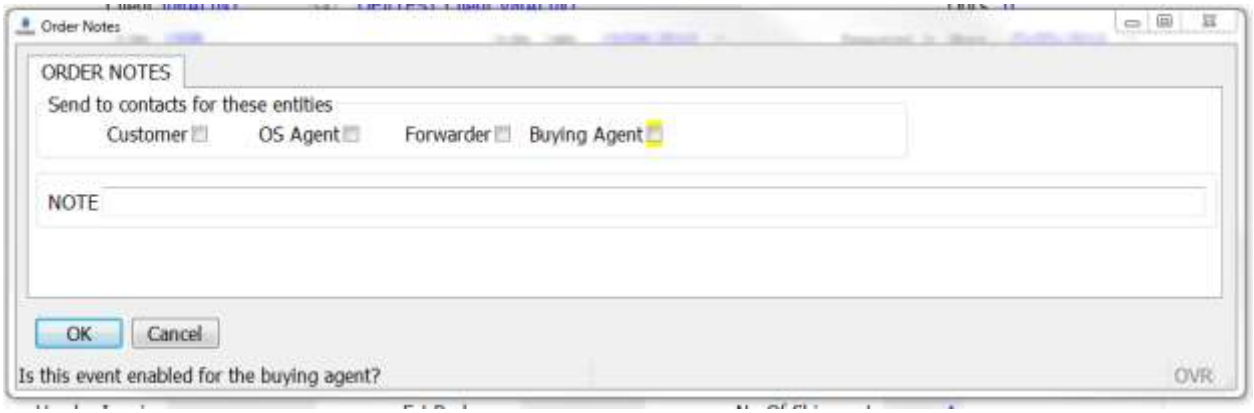
This tab is only shown if the INTERFACE in the main module is ticked. The following columns are shown; Reference Name, Reference Value, Added By and Added On. This tab is used to add reference details on a header level. The Added By and Added On fields are read-only.

Cancelling Orders

Use the option from the pull down menu to update the status of the order to Cancelled.



Expedient will pop up a Notes window to allow the reason for the cancellation to be saved. Select which entity the Cancellation Notice will be emailed to and add the note text.

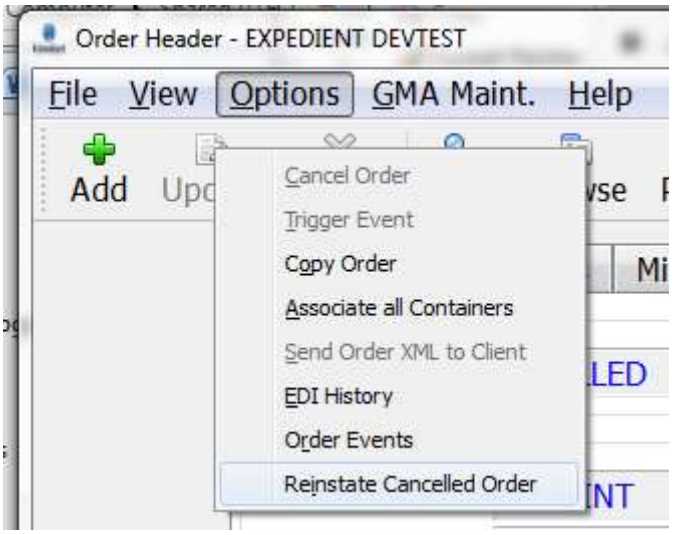


On OK the status of the order will be update to Cancelled and a 'Cancelled' event will be added to the Order.

Closed Orders cannot be Cancelled.

Reinstating cancelled Orders

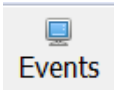
If a cancelled order needs to be reinstated use the option from the pull down menu.



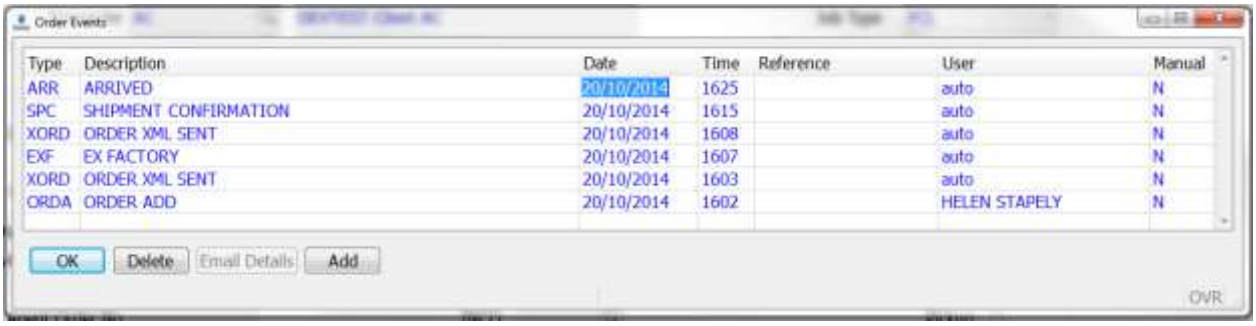
This will immediately update the status of the Order to NEW and a New Order event is created.

The option to reinstate a cancelled Order is only available where the status of the Order is currently cancelled.

Order Events

The toolbar button 

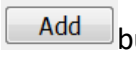
provides access to the history of events for the order.



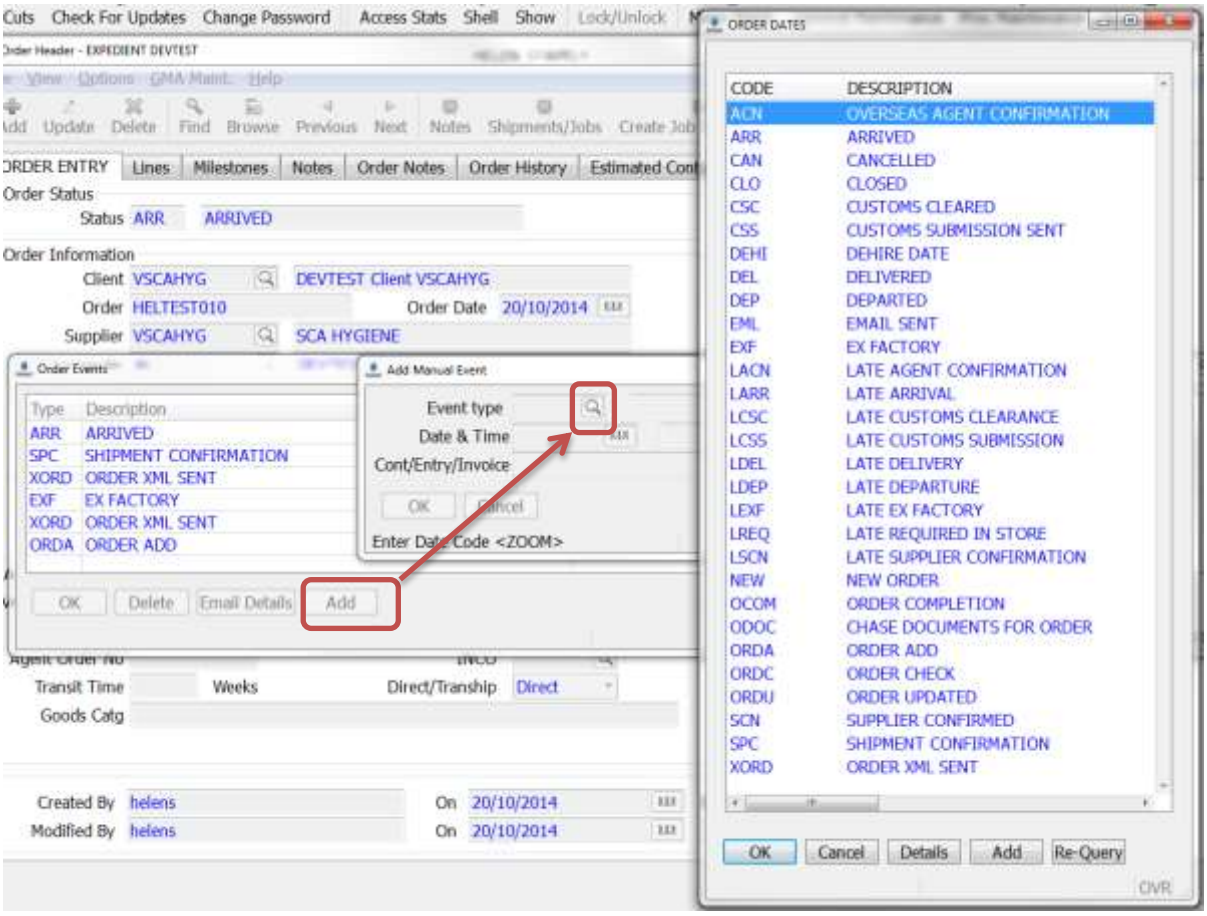
Type	Description	Date	Time	Reference	User	Manual
ARR	ARRIVED	20/10/2014	1625		auto	N
SPC	SHIPMENT CONFIRMATION	20/10/2014	1615		auto	N
XORD	ORDER XML SENT	20/10/2014	1608		auto	N
EXF	EX FACTORY	20/10/2014	1607		auto	N
XORD	ORDER XML SENT	20/10/2014	1603		auto	N
ORDA	ORDER ADD	20/10/2014	1602		HELEN STAPELY	N

OK Delete Email Details Add

OVR

Use the 

button to manually add events to the order if required. Click on in the Event Type field to find the list of available Order events.

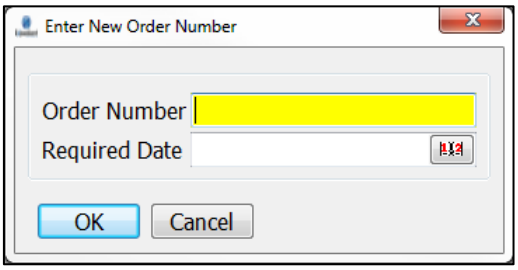


View Shipments/Jobs

Use the toolbar button to view shipments and/or jobs that are connected to the order on screen.

Copy Order

Available from the Options menu in the Order Entry screen use this function to copy details from the Order on screen to create a new order.



Enter the new Order number and the required date when prompted. The following information is copied from the existing order:

- Transport Mode
- Job Type
- Client
- Supplier
- Forwarder
- Broker
- Buying Agent

- Overseas Agent
- Origin Port
- Discharge Port
- Destination Port
- Currency

The Order date is defaulted to ‘today’.

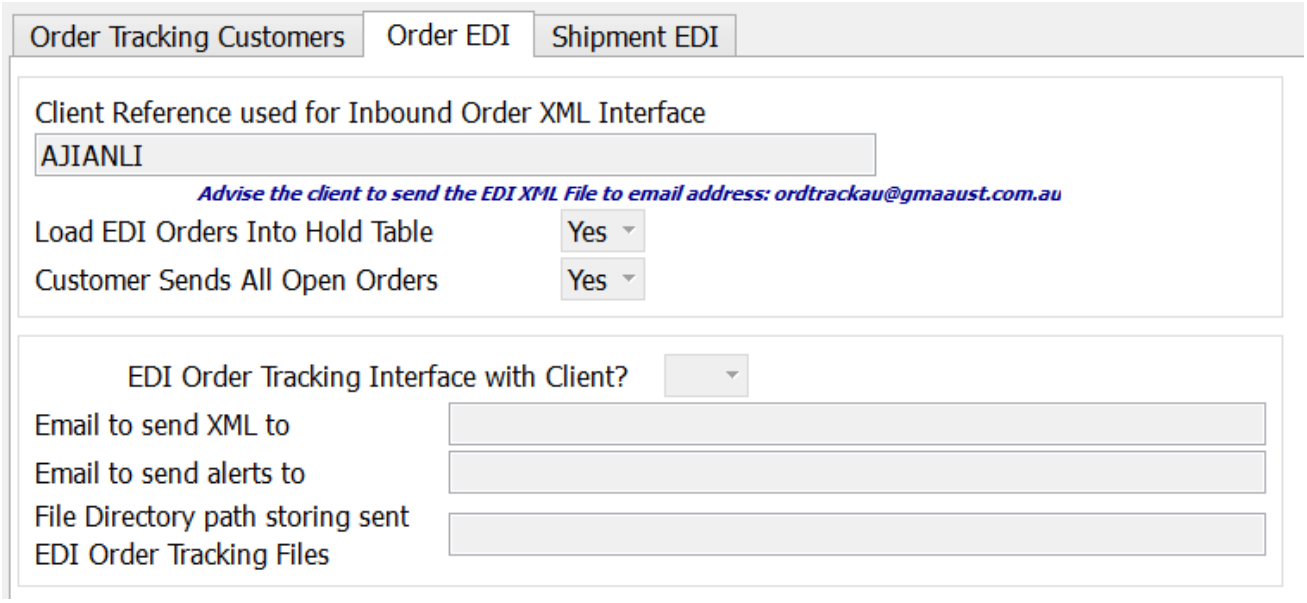
The new order will be displayed on screen.

Order Creation (File Upload)

Orders can be uploaded to Expedient from a XML file. To use this feature additional information is required in the Order Tracking, Customer Parameters screen so that uploaded orders can be assigned to the correct client.

Order Upload Setup

Provide the reference the Order Tracking client is using in their order files. Open the Order Tracking>Customer Parameters screen and find the Order Tracking Customer.


Order Tracking Customers
Order EDI
Shipment EDI
Client Reference used for Inbound Order XML Interface
AJIANLI
Advise the client to send the EDI XML File to email address: ordtrackau@gmaaust.com.au
Load EDI Orders Into Hold Table
Yes
Customer Sends All Open Orders
Yes
EDI Order Tracking Interface with Client?
Email to send XML to
Email to send alerts to
File Directory path storing sent EDI Order Tracking Files

Enter the text the Customer will use in their file to identify that the file came from this customer, e.g. customer Demonstration Company which has been allocated client code DEMON in Expedient uses the text DEMONSTRATION in their order file to show the order is for Demonstration Company.

Expedient will show below this field the email address the order file must be emailed to for uploading.

The file must conform to the XML format specified.

Load EDI Orders into Hold Table

If this indicator is set to YES, then the Orders that are uploaded via the XML file will be placed in the EDI Orders screen. (Holding Table)

Orders can then be modified from this holding table before posting. You can also delete an order from this screen.

Before the Order is made live it will execute the validation process.

Once the Order is made live it will then be automatically archived.
NOTE: You are not able to see archived orders.

Posting the order from the holding table will replace the existing order no.

NOTE: The parameters that are shown in the EDI Order screen is the same that is shown in the Orders screen.

Rules for Order Upload

The following rules are applied when an XML file is received to the specified email address for uploading into Expedient

1. Data from the XML file is uploaded into Expedient for an existing Order except where the order is linked to a Shipment and there is pre-existing order line information in the Shipment.

2. If the OrderAction is 'NEW' but the Order already exists in Expedient the data will be loaded as an update to the existing order.

3. If the OrderAction is 'UPDATE' but the Order does not already exist in Expedient the data will be loaded and a new order created.

4. The following fields are mandatory to Delete an order
    a. XML Header section
        i. OrderNumber
        ii. ClientCode
    b. XML Order Line section
        i. PartNumber
        ii. OrderLineNumber (if the part appears on more than one line and only some lines are required to be deleted)

5. Order Line information

Action	Rule
Add	If the OrderLineNumber segment is provided and the order line is already present on the order then the Add will be interpreted as an Update. Expedient will try to find a matching Supplier Part Number in the Parts Masterfile. If this cannot be found it will try to find a matching Client Part Number In all other cases the new line will be added to the order.
Update	If the OrderLineNumber segment is provided and the order line is not present on the order then the Update will be interpreted as an Add. If the OrderLineNumber segment is not provided then the update will be applied to the first order line with a matching part number. If the part number does not exist then the Update will be interpreted as an Add. Expedient will try to find a matching Supplier Part Number in the Parts Masterfile. If this cannot be found it will try to find a matching Client Part Number
Delete	If the OrderLineNumber segment is provided and the order line is present on the order then it will be deleted. If the OrderLineNumber segment is not provided all order lines with a

Action	Rule
	matching part number will be deleted. Expedient will try to find a matching Supplier Part Number in the Parts Masterfile. If this cannot be found it will try to find a matching Client Part Number

Email Confirmation of Upload

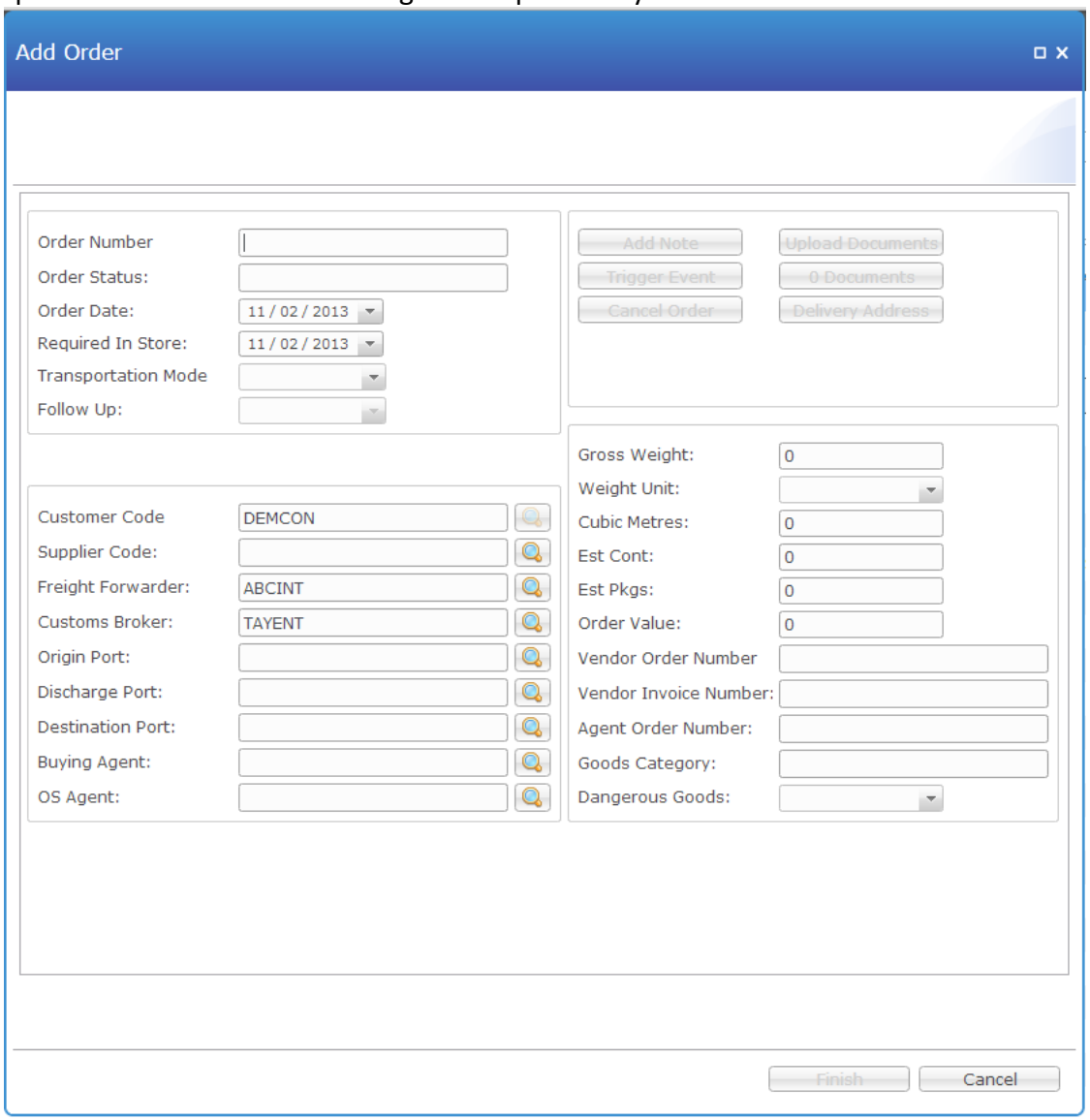
An email confirmation will be sent to the email address in the "ConfirmEmail" tag, if provided, to inform of the success or failure of the requested action.

If an order action failed the order file will be attached to the email sent.

Order Creation (Web)

Please Note: Expedient Recommends and tests all Web screens at a resolution of 1920 X 1080. Any lower resolution may not display all information on one window.

Order creation through the web is very similar and triggers the same email notifications and order status updates as order creation through the Expedient system.

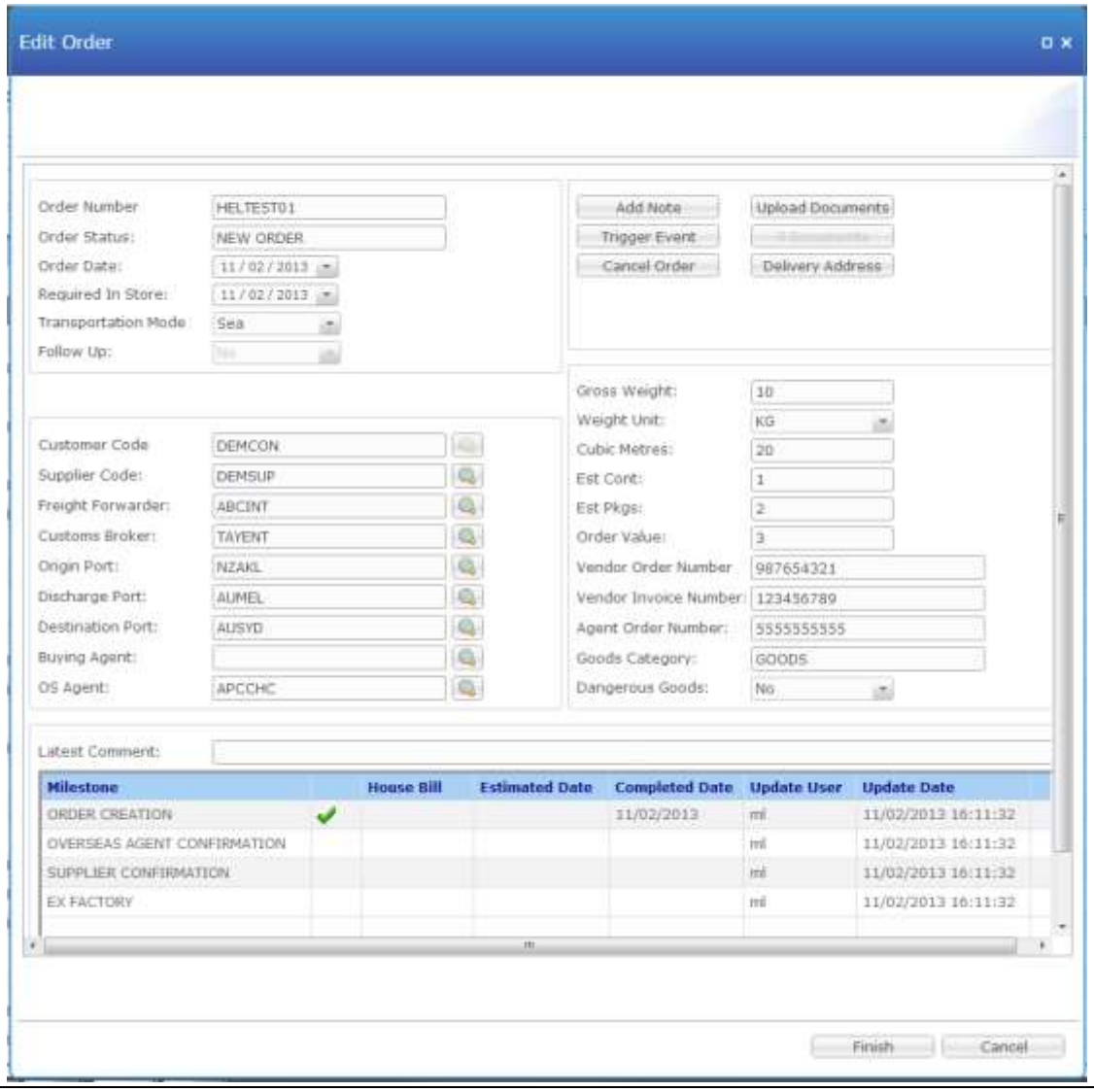


Milestone		House Bill	Estimated Date	Completed Date	Update User	Update Date
ORDER CREATION	✔			20/12/2012		20/12/2012 10:10:02
OVERSEAS AGENT CONFIRMATION						
SUPPLIER CONFIRMATION						
EX FACTORY						
HOUSE BILL ASSIGNED	✔			08/01/2013		
JOB CREATED	✔			11/12/2012		
ETD (DEPARTURE DATE)						
ETA (ARRIVAL DATE)	✔		15/12/2012	28/12/2012		28/12/2012 00:01:04
SUPPLIER INVOICE CREATED						
CUSTOMS CLEARANCE COMMENCED						
CUSTOMS CLEARANCE COMPLETED						
DELIVERY DATE						
DEHIRE DATE						

Milestones can be viewed and modified through the milestones tab on the web site for the selected order.

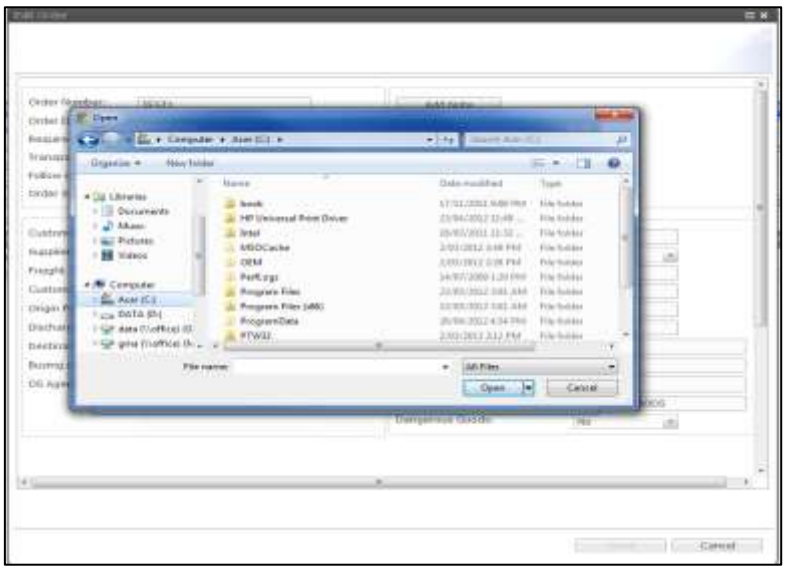
Order Editing (Web)

Editing an order is a similar screen to Adding an Order. One main variance is the ability to upload and view documents.



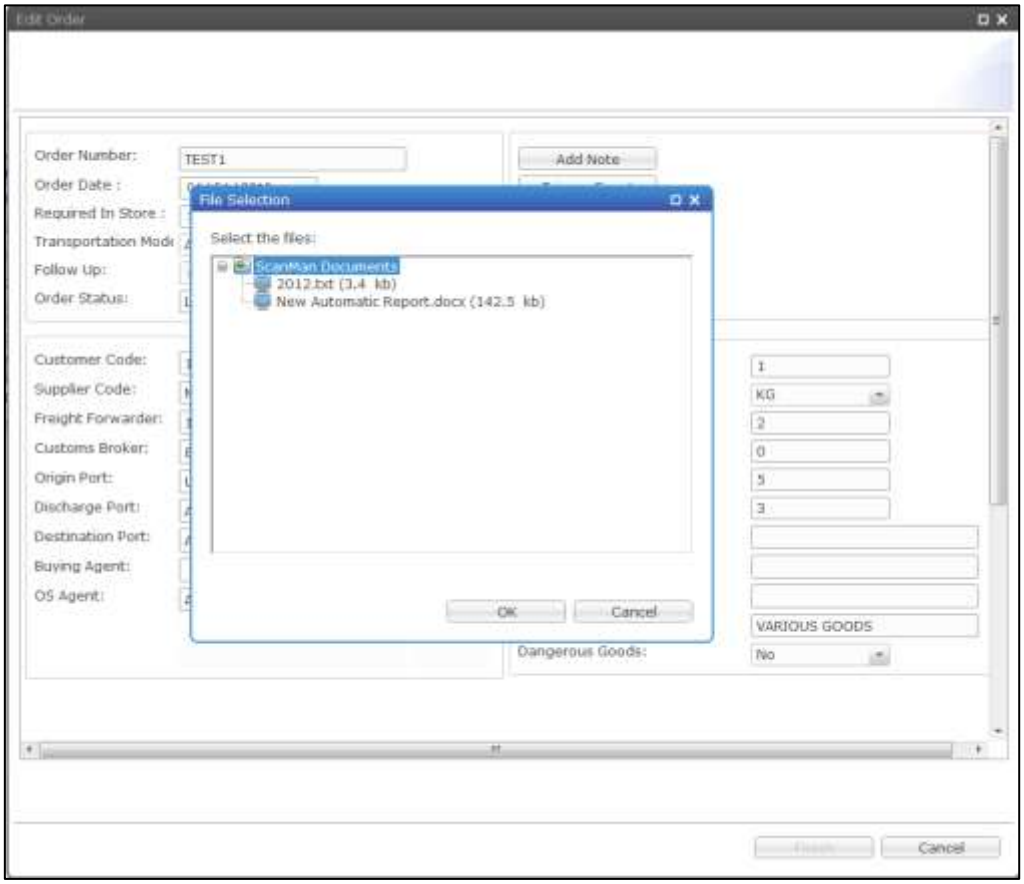
Upload Documents

The upload button when clicked displays the below screen that allows users to browse their Computer for documents, see below:



View Documents

The View Documents button when clicked displays the below screen that allows users to open the document, see below:

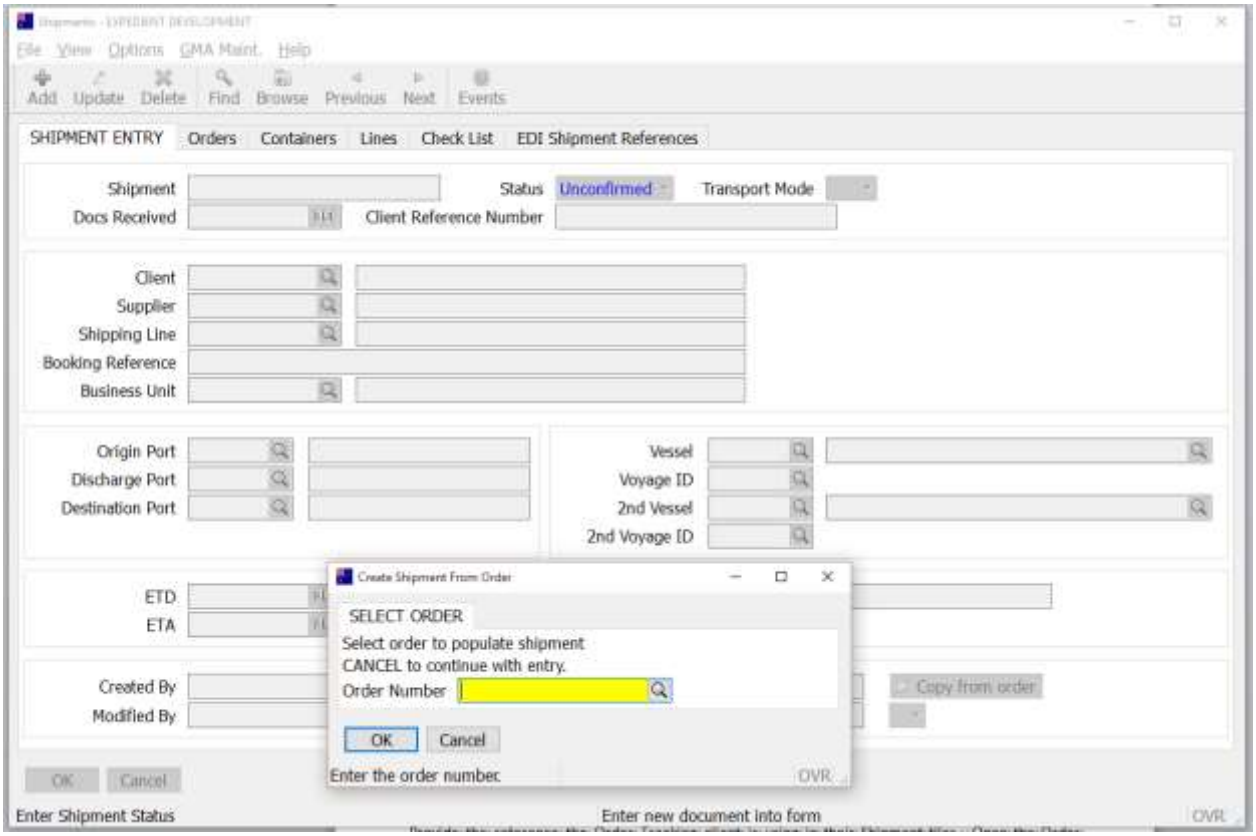


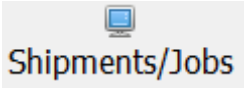
Shipment Creation (Expedient)

Shipments are created via 'Order Tracking/Shipments'. The easiest way to create a shipment is by copying an order that has already been created.

In Add in the Shipments screen use the

button.



If you have opened the Shipment screen using the 

toolbar button in the Orders screen the Order Number you were viewing will automatically appear in the Select Order screen.

Shipment Creation (File Upload)

Orders can be uploaded to Expedient from a XML file. To use this feature additional information is required in the Order Tracking, Customer Parameters screen so that uploaded Shipments can be assigned to the correct client.

Shipment Upload Setup

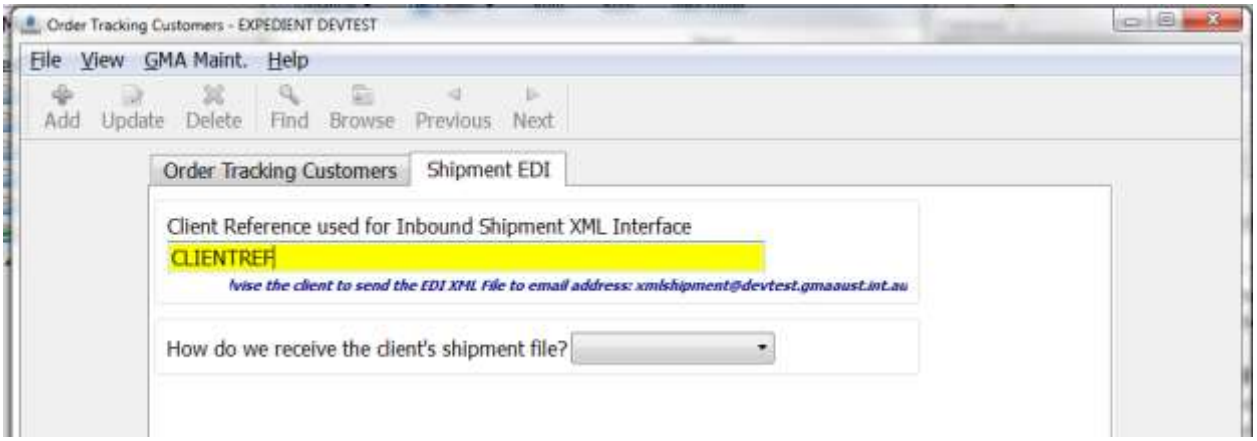
Provide the reference the Order Tracking client is using in their Shipment files. Open the Order Tracking>Customer Parameters screen and find the Order Tracking Customer.

If the Order Tracking Customer has the following combination the client can send Shipment XML in the Shipment EDI tab

- Order Tracking = Order and Header Level = Shipment

- Order Tracking = Part and Part Level = Shipment Line
- Order Tracking = Part and Part Level = Shipment

If the Order Tracking is set to Default check the Order Tracking System Parameters.


Order Tracking Customers - EXPEDIENT DEVTEST
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Order Tracking Customers
Shipment EDI
Client Reference used for Inbound Shipment XML Interface
CLIENTREF
How do we receive the client's shipment file?

Field Name	Description	Validation	Default
Client Reference used for Inbound Shipment XML Interface	Enter the reference the client will use in their XML to identify the Shipment is from them	Mandatory	Blank
How to we receive the Client's shipment file?	Select from the pull down list how the Shipment XML file is received. Depending on the select more fields will appear to enter further details for file upload. The Email, FTP and Write File to Server fields are mandatory once the type of file receipt is selected	Optional	Blank

Shipment XML Load Rules

This is the order in which the data from the XML is added, modified or deleted:

1. Shipment
2. Shipment Orders
3. Shipment Containers
4. Shipment Lines

On the conclusion of processing:

1. Shipment milestones are added to orders linked to a shipment
2. Shipment milestones and shipment lines are deleted for order unlinked (deleted) from shipment

Further rules are shown in table below

XML Fields	Definition
Shipments	Mandatory Segment
ShipmentHeader	Mandatory Segment
ShipmentAction	"Add", "Update" or "Delete" Each Add action must have a unique Client Reference Number. If an UPDATE action is received for a new Client Reference Number Expedient will ADD a new Shipment. If an ADD action is received for an existing Client Reference Number Expedient will UPDATE the existing shipment. If a DELETE action is received for a Client Reference that does not exist in Expedient it will be rejected. An UPDATE action will be processed for non-mandatory fields that are in the file and are blank. The corresponding field in the Shipment in Expedient will be blanked out. A DELETE action will ignore all fields in the XML apart from the Shipment Action. A DELETE action will remove any reference to it from associated orders, and the status of the associated orders is recalculated An UPDATE action will be ignored if the Shipment is linked to a Job A DELETE action will be ignored if the Shipment is linked to a Job
ClientReferenceNumber	This is the Client's reference for the shipment. This must be a unique number for the Client.
ClientCode	This is a code or name used by the customer to identify themselves. This can be the Expedient Client Code in the Customer Masterfile or the Client Reference stored in the Order Tracking>Order Tracking Parameters>Customer Parameters, Shipment EDI tab. The Client must have order tracking on to load the Shipment file. This field can be updated by ShipmentAction UPDATE
SupplierCode	This is the Supplier Code stored against the Client in the

XML Fields	Definition
	Supplier Masterfile This field can be updated by ShipmentAction UPDATE
ShippingLine	Shipping Lines is matched by Code using the Customer Masterfile for Shipping Lines, by SCAC Code which is stored in the Customer Masterfile Shipping Line tab, or matched on Shipping Line Name from the Customer Masterfile Non-matching Shipping Lines will generate a warning
TransportMode	A(ir) or S(ea) This field can be updated by ShipmentAction UPDATE
CountryOfOrigin	ISO Country Code, e.g. CN for China
VesselCode	This is the vessel code stored in the Vessel Masterfile or the Lloyds Number for the Vessel in the Vessel Masterfile This field can be updated by ShipmentAction UPDATE
VoyageID	This is the Voyage Number for the Vessel. This must be provided if TransportMode is Sea and the VesselCode is provided This field can be updated by ShipmentAction UPDATE
AirlineCode	This is the IATA Airline Code e.g. QF for Qantas This must be provided with the TransportMode is Air
FlightNumber	This is the Flight number. It must be provided where the TransportMode is Air and the AirlineCode is provided
SecondVesselCode	This is the vessel code for transhipment vessel. This is the vessel code stored in the Vessel Masterfile or the Lloyds Number for the Vessel in the Vessel Masterfile This field can be updated by ShipmentAction UPDATE
SecondVoyageID	This is the Voyage ID for the transhipment vessel This must be provided if TransportMode is Sea and the SecondVesselCode is provided This field can be updated by ShipmentAction UPDATE
SecondAirlineCode	This is the transhipment airline. This is the IATA Airline Code e.g. QF for Qantas This must be provided with the TransportMode is Air
SecondFlightNumber	This is the Flight number for the transhipment flight It must be provided where the TransportMode is Air and the SecondAirlineCode is provided
OriginPort	This is the ISO Code for the Origin Port. If a 5 letter ISO Port Code is received Expedient will validate using the ISO Port Code Masterfile. If a 3 letter IATA Port is received e.g. JFM, Expedient will find the 5 letter ISO code associated with it in the ISO Port Code Masterfile e.g. AUFRE. This field can be updated by ShipmentAction UPDATE
DischargePort	This is the ISO Code for the Discharge Port. If a 5 letter ISO Port Code is received Expedient will validate using the ISO Port Code Masterfile. If a 3 letter IATA Port is received e.g. JFM, Expedient will find the 5 letter ISO code associated with it in the ISO Port Code Masterfile e.g. AUFRE. This field can be updated by ShipmentAction UPDATE

XML Fields	Definition
DestinationPort	This is the ISO Code for the Destination Port. If a 5 letter ISO Port Code is received Expedient will validate using the ISO Port Code Masterfile. If a 3 letter IATA Port is received e.g. JFM, Expedient will find the 5 letter ISO code associated with it in the ISO Port Code Masterfile e.g. AUFRE. This field can be updated by ShipmentAction UPDATE
ETD	This is the estimated departure from the Origin Port This field can be updated by ShipmentAction UPDATE
ETA	This is the estimate arrival at Destination Port This field can be updated by ShipmentAction UPDATE
ConfirmEmail	This the email to send email notification of upload to
DateDocumentationReceived	This is the date documentation was received This field can be updated by ShipmentAction UPDATE
Housebill	This is the House Bill Number On ShipmentAction ADD the Shipment will be Confirmed if the Housebill is provided On ShipmentAction ADD the Shipment will be Unconfirmed if the Housebill is not provided On ShipmentAction UPDATE the Shipment will be Confirmed if the Housebill is provided On ShipmentAction UPDATE the Shipment will be Unconfirmed if the Housebill is not provided This field can be updated by ShipmentAction UPDATE
ShipmentOrders	
ShipmentOrder	
OrderAction	"Add", "Update" or "Delete" If OrderAction is not provided ADD action is assumed An ADD action for an existing Order on the Shipment will be ignored A DELETE action will delete the Order from the Shipment and delete all Shipment Lines linked to the Order on the Shipment An UPDATE action on an Order which does not already exist for the Shipment will be treated as ADD A DELETE action on an Order which does not already exist for the Shipment will be rejected
OrderNumber	This is an Order for the Client The Order Number must already exist in Expedient for the Client The Order must have the same Supplier as the Shipment The Order must have the same Transport Mode as the Shipment Order must be closed or cancelled
OrderLines	
OrderLine	
OrderLineAction	"Add", "Update" or "Delete" If ContainerAction is not provided ADD action is assumed Existing Shipment Order Lines are checked for matching a. Line Number, Part Number and Container Number

XML Fields	Definition
	combination then, b. Line Number, Part Number and no Container then, c. No Line Number, Part Number and Container Number then, d. Part A match must be found before the UPDATE is actioned. If no match is found a new Order Line will be Added. An ADD action on an existing Order Line is treated as an UPDATE A DELETE action for a non-existing order line is rejected
SupplierPartNumber	This is the Supplier Part. The Supplier Part Number must exist for the • Client and Supplier or, • Client and Supplier #DEF where the Site has the Customs Module
QuantityShipped	This is the quantity shipped for the order line in this shipment Quantity Shipped cannot be blank otherwise it will be updated to zero Quantity Shipped cannot be a negative number This field can be updated by OrderLineAction UPDATE
ContainerNumber	This is the container the order line has been shipped in Mandatory depending on Site requirements. If supplied the Container must be linked to the Shipment
LineNumber	This is the Order Line Number. Mandatory depending on Site requirements. If the LineNumber is required the Part Number must exist on the same Order Line in the Client Order
ContainerNumber	This is the reference for the container
ShipmentContainers	
ShipmentContainer	
ContainerAction	"Add", "Update" or "Delete" If ContainerAction is not provided ADD action is assumed A DELETE action will delete the container and all shipmen lines associated with the container number
ContainerNumber	This is the reference for the container
SealNumber	This is the seal number for the container
ContainerType	The Container Type must be one of the following FCL LCL FCX BLK B/B
GrossWeight	This is the Gross Weight for the container If the field is included in the Shipment XML it cannot be blank
Volume	This is the Volume for the container If the field is included in the Shipment XML it cannot be blank

XML Fields	Definition
Units	This is the number of pieces in the Container
ISOType	This is the type of container. It must be a valid ISO Container Type code

Email Notification of Shipment Upload

An email will be sent to the User set up with the UR_INSHP_ERR User Option in their User Masterfile. An email will be sent when there is an error adding, updating or deleting a Shipment following upload of the Shipment XML. The same email will also be sent to the email address in the <ConfirmEmail> field in the XML if this is provided.

e.g.

Shipment VMALINT/3000 has been processed with warnings

CLIENT: VMALINT

CLIENT REF NO: 3000

Customer: VMALINT(DEVTEST Client VMALINT)

Supplier: LOYCHE(LOYAL CHEMICAL INDUSTRIAL CORP)

Destination Port: AUSYD

WARNINGS

Invalid Shipping Line: HLC

Shipment orders were updated.

Shipment containers were updated.

Shipment lines were updated.

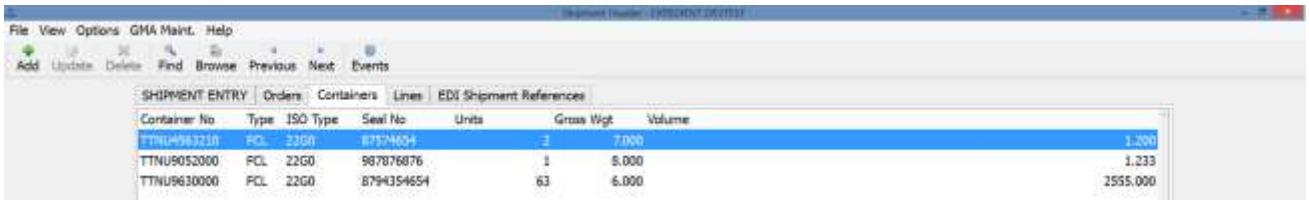
Assigning Orders

Orders can be assigned to shipments using the orders tab.

Add Update Delete Find Browse Previous Next Events
SHIPMENT ENTRY Orders Containers Lines Check List EDI Shipment References
Order No Status Mode Client Supplier Origin Disch Dest Req Date Doc Number
0033 NEW S DEMCON 1009 01/08/2014 1031
0011 LREQ S DEMCON 1009 SGSIN AUMEL AUMEL 08/08/2014 1029

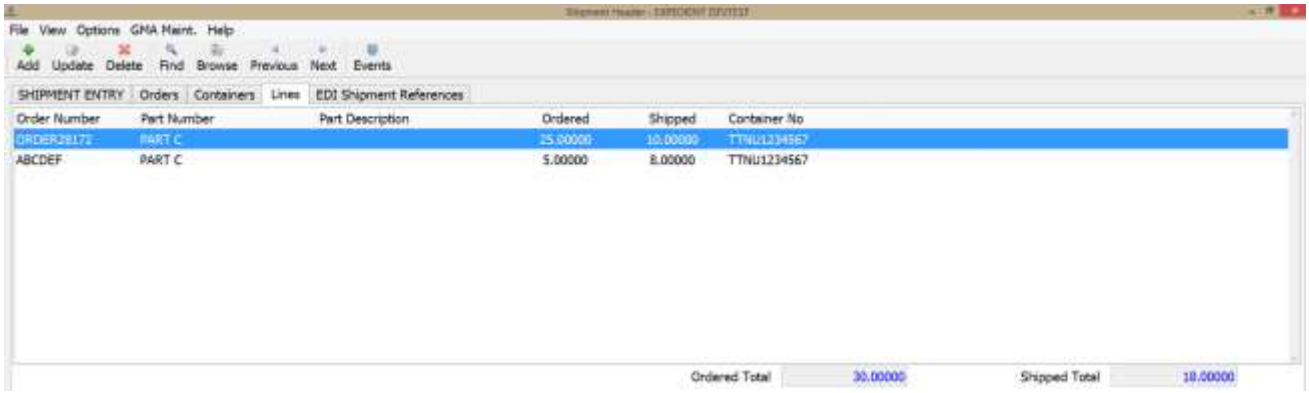
Adding Containers

Container for the shipment can be added in this tab.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Events
SHIPMENT ENTRY Orders Containers Lines EDI Shipment References
Container No Type ISO Type Seal No Units Gross Wgt Volume
TTNU9052000 FCL 22G0 987876876 1 8.000 1.233
TTNU9630000 FCL 22G0 8794354654 63 6.000 2555.000

Assigning Lines

Parts from associated orders can be associated to the shipment using the lines tab and matched to the containers from the containers tab.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Events
SHIPMENT ENTRY Orders Containers Lines EDI Shipment References
Order Number Part Number Part Description Ordered Shipped Container No
ABCDEF PART C 5.00000 8.00000 TTNU1234567
Ordered Total 30.00000 Shipped Total 18.00000

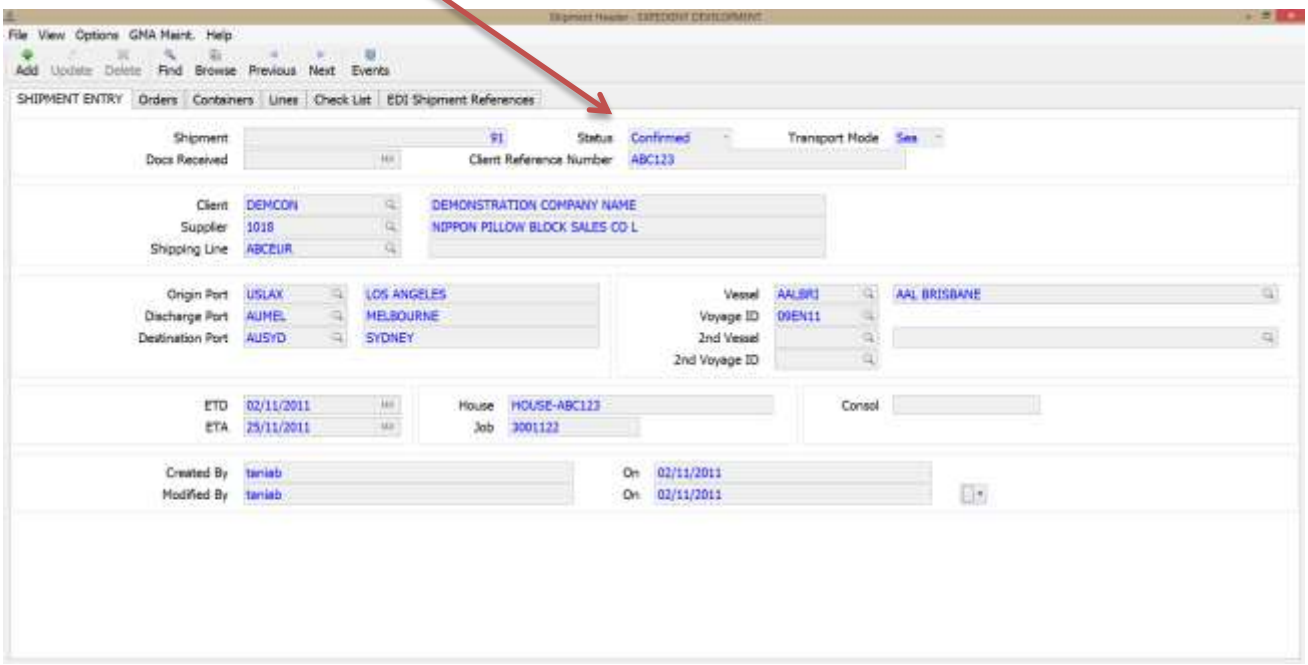
The Total of the Ordered and Shipped columns is also shown at the foot of the lines table.

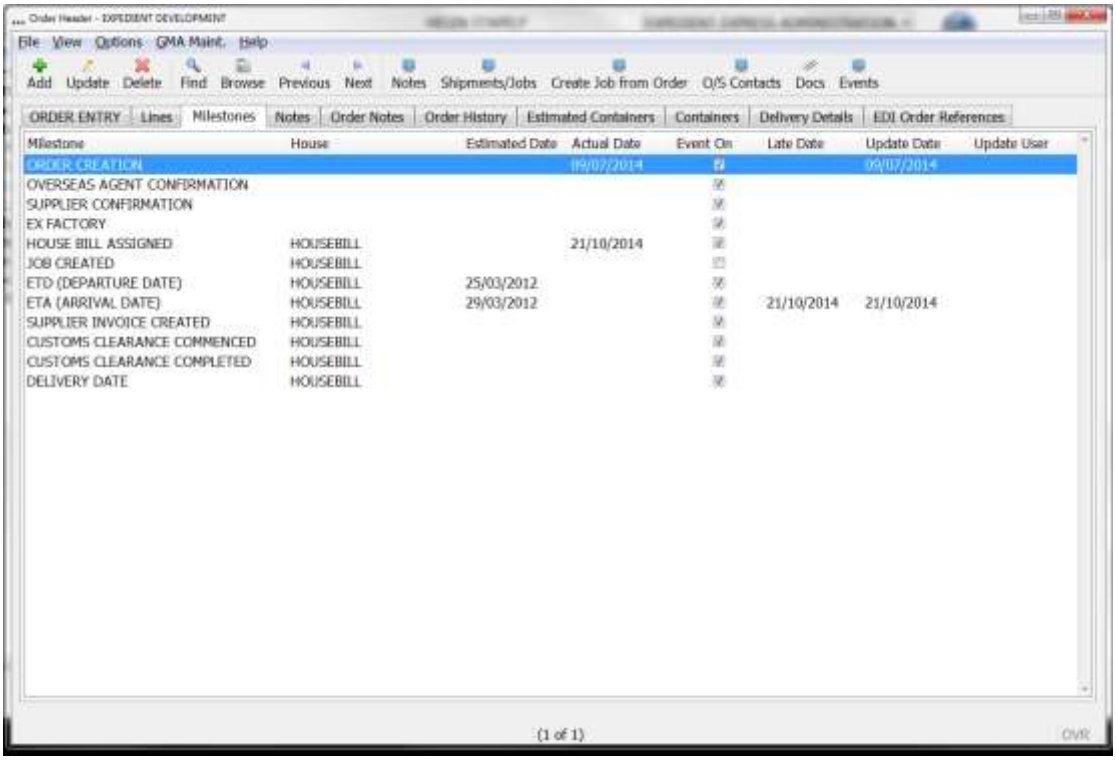
NOTE: The Ordered Total will automatically change if the Ordered Column in the Orders is changed for that specific Part Number and Order Number.

Confirming a Shipment

A shipment can be confirmed after a house bill has been entered. Once the shipment has been confirmed shipment-related milestones are automatically created against each order assigned to the shipment.

Please Note: Once a Shipment is confirmed (linked to a job) then no updates to the shipment are possible by users. If any updates need to occur, the update is to be performed at the job level.

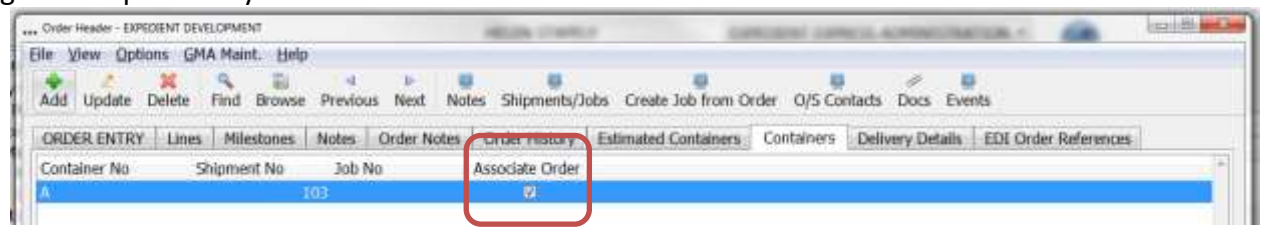



File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Order History Estimated Containers Containers Delivery Details EDI Order References
Milestone House Estimated Date Actual Date Event On Late Date Update Date Update User
ORDER CREATION 09/07/2014 09/07/2014
OVERSEAS AGENT CONFIRMATION
SUPPLIER CONFIRMATION
EX FACTORY
HOUSE BILL ASSIGNED HOUSEBILL 21/10/2014
JOB CREATED HOUSEBILL
ETD (DEPARTURE DATE) HOUSEBILL 25/03/2012
ETA (ARRIVAL DATE) HOUSEBILL 29/03/2012 21/10/2014 21/10/2014
SUPPLIER INVOICE CREATED HOUSEBILL
CUSTOMS CLEARANCE COMMENCED HOUSEBILL
CUSTOMS CLEARANCE COMPLETED HOUSEBILL
DELIVERY DATE HOUSEBILL
(1 of 1)
OVR

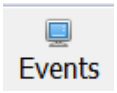
Assigning Containers to the Order

Containers can be assigned to the order once they have been added to the shipment. All containers associated with the Shipment are automatically associated with the Order. If this is not the case, Update and untick in the 'Associate Order' column the containers which are not part of the Order.

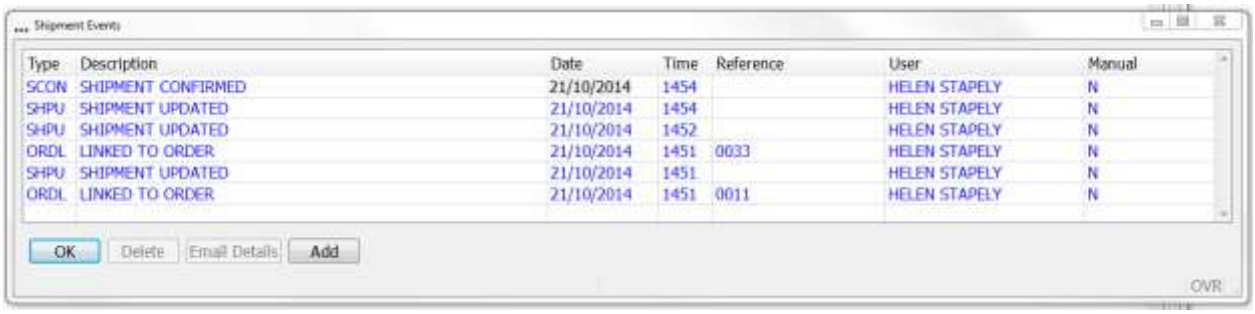
If Containers are added to the Shipment after the Shipment is linked the Order the new containers can be linked to the Order using the Options menu 'Associate all Containers'. This will place a tick against all previously unassociated containers.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Notes Shipments/Jobs Create Job from Order O/S Contacts Docs Events
ORDER ENTRY Lines Milestones Notes Order Notes Estimated Containers Containers Delivery Details EDI Order References
Container No Shipment No Job No Associate Order

Shipment Events

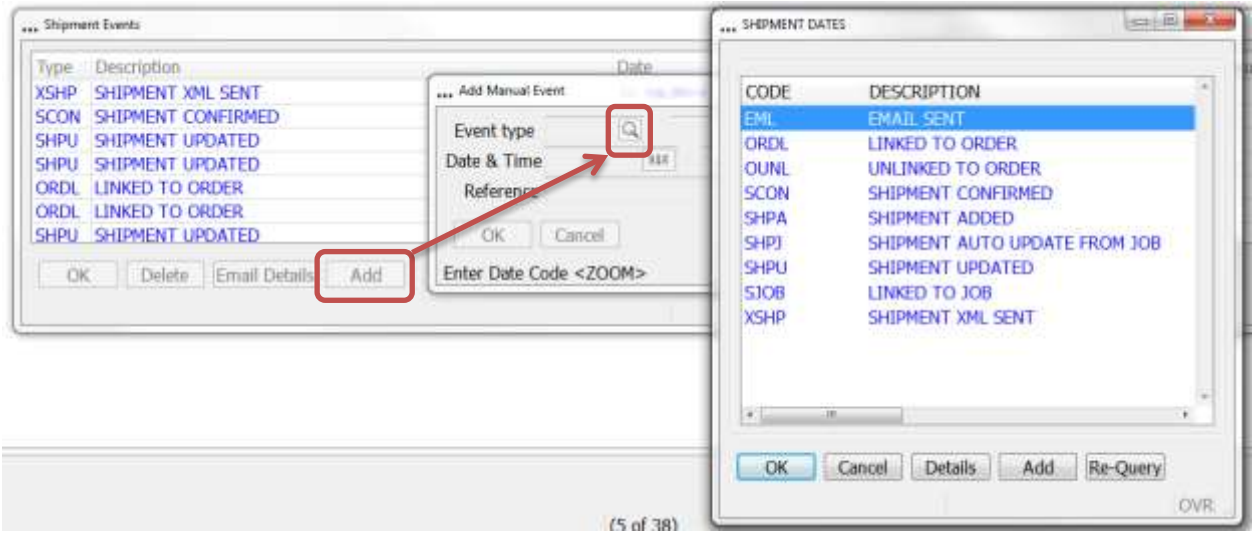
The toolbar button 

provides access to the history of events for the shipment.


Type Description Date Time Reference User Manual
SCON SHIPMENT CONFIRMED 21/10/2014 1454 HELEN STAPELY N
SHPU SHIPMENT UPDATED 21/10/2014 1454 HELEN STAPELY N
SHPU SHIPMENT UPDATED 21/10/2014 1452 HELEN STAPELY N
ORDL LINKED TO ORDER 21/10/2014 1451 0033 HELEN STAPELY N
SHPU SHIPMENT UPDATED 21/10/2014 1451 HELEN STAPELY N
ORDL LINKED TO ORDER 21/10/2014 1451 0011 HELEN STAPELY N
OK Delete Email Details Add
OVR

Use the

button to manually add events to the shipment if required. Click on in the Event Type field to find the list of available Shipment events.



View Orders linked to a Job

Use the Option View Orders in the Import Job Registration screen to view a list of orders attached to the job on screen. This option will only be available where the client has Order Tracking enabled and orders exist against the Job.

Order Tracking - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
LINK JOB/ORDERS
Job 2902549 Customer HOBMAN Supplier EUR Mode Sea
Order No Status Mode Client Supplier Origin Disch Dest Req Date Doc Number
PART2 LREQ Sea HOBMAN EUR AEAUH AUSYD AUMEL 22/07/2010 90
Double Click to go to order
(1 of 18)
OVR

Double click on an order line to view the Order details.

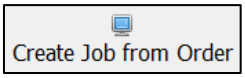
Creating Import Job from Shipment

An import job can be created directly from the shipment by using Options/Create Job. This will pre-populate the import job entry fields from the shipment. After the job has been created, the shipment cannot be modified. All shipment related milestones will be updated from the import job from this point. The 2nd vessel, if this is entered in the Shipment will become the main vessel in the Job. If there are multiple orders on the shipment with the same Forwarder and same Broker the Forwarder and Broker will be copied across to the new job.

Create Supplier's Invoice from Shipment

This function available from the Options menu in the Shipment screen if your site has the Customs module and will use the information in the Shipment Lines tab to generate a Supplier's Invoice for the linked job. The user will be prompted to enter the Invoice Number. The shipped quantity for each part number will form the invoice quantity and the Order number will form the P.O. Number on the Supplier Invoice line.

Create Job from Order

Use the toolbar button 

from Order Tracking>Order Tracking Input> Orders screen to copy the details from the Order to create a Job. Relevant details will be copied over and a new job number will be provided.

The following information is copied from the Order to the new Job:

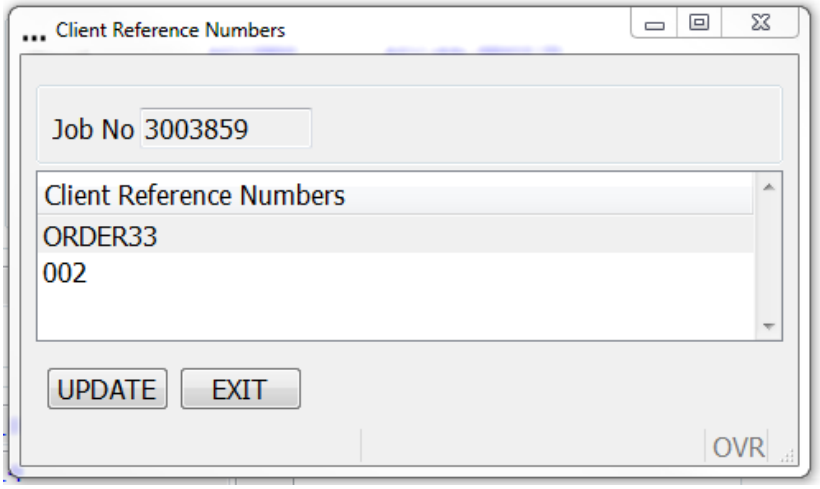
- Transport Mode to Job Type
- Client to Cust Code
- Supplier to Supplier
- Forwarder to Forwarder

- Broker to Broker
- Order Number to Customer Reference
- Job Type to Job Class
- Origin Port to Load Port
- Discharge Port to Disc Port
- Destination Port to Dest Port
- Gross Weight to Weight
- Gross weight units to Weight Units
- Cubic Metres to Volume – valid only for Sea jobs.
- Currency to HB Currency
- Est Packages as No. Pkgs
- DG Goods – if flagged Yes DG/Refrigeration to Dangerous Goods
- Order Notes to Job Notes.
- Deliver to Deliver to

Please note the Prepaid/Collect information for the Job is not known at the time the new job is created and this will need to be set by the user.

Add/View Customer References

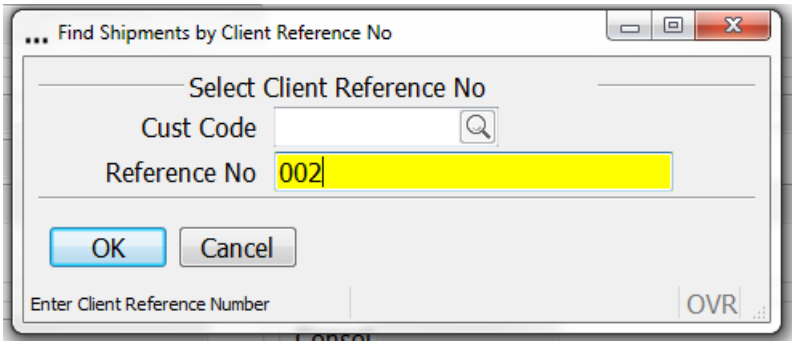
This option allows the addition and update of client reference numbers to a Shipment. This is available from the Options menu in the Shipments screen. This option will only be available where a Job is linked to the Shipment



Any client reference numbers entered in this screen can be searched for in next option, Find Shipments by Client Ref.

Find Shipments by Client Reference Number

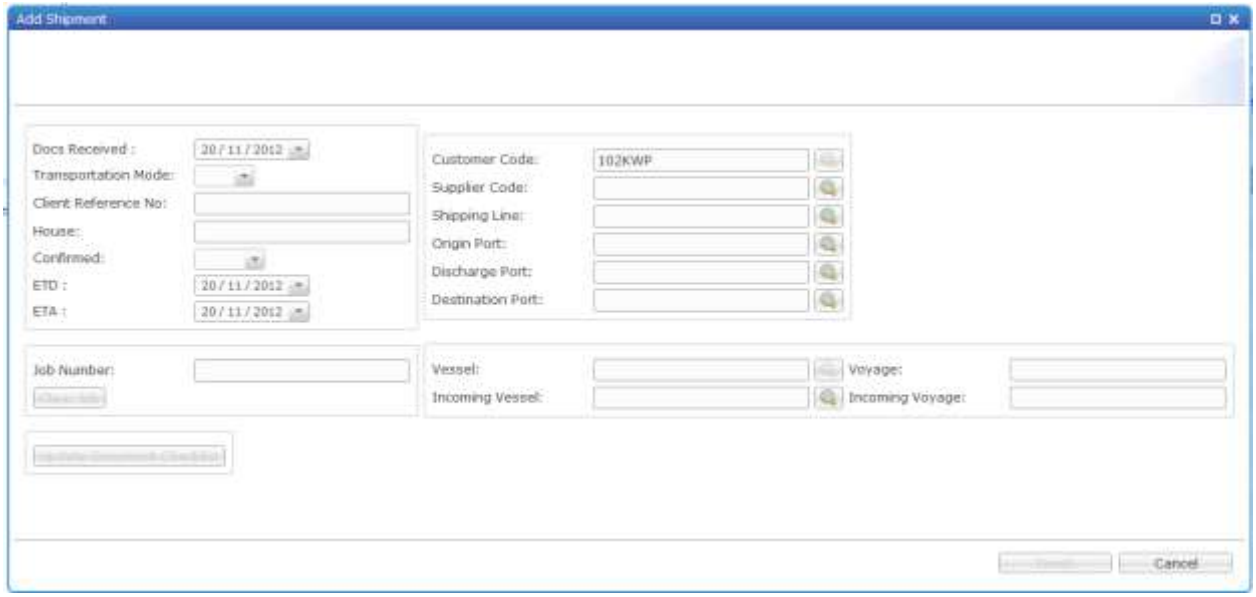
Use this option to search by Client Reference Number. The client reference must have been added against a Shipment in the Add/View Client Reference Numbers screen.

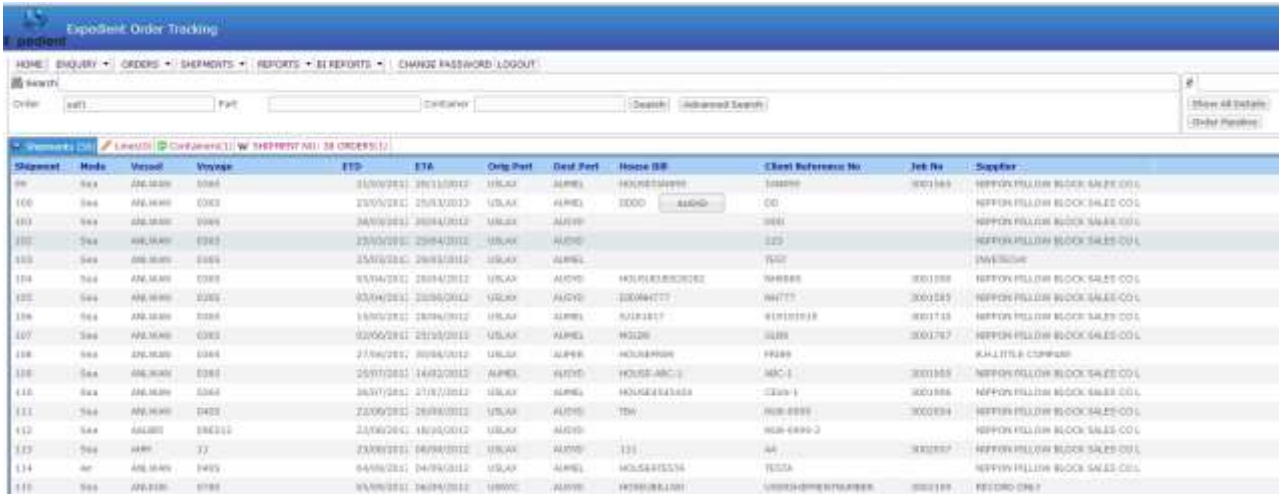


The Cust Code field is optional. If you have only the client reference number this option can be used as a quick way to searching shipments during a client enquiry.

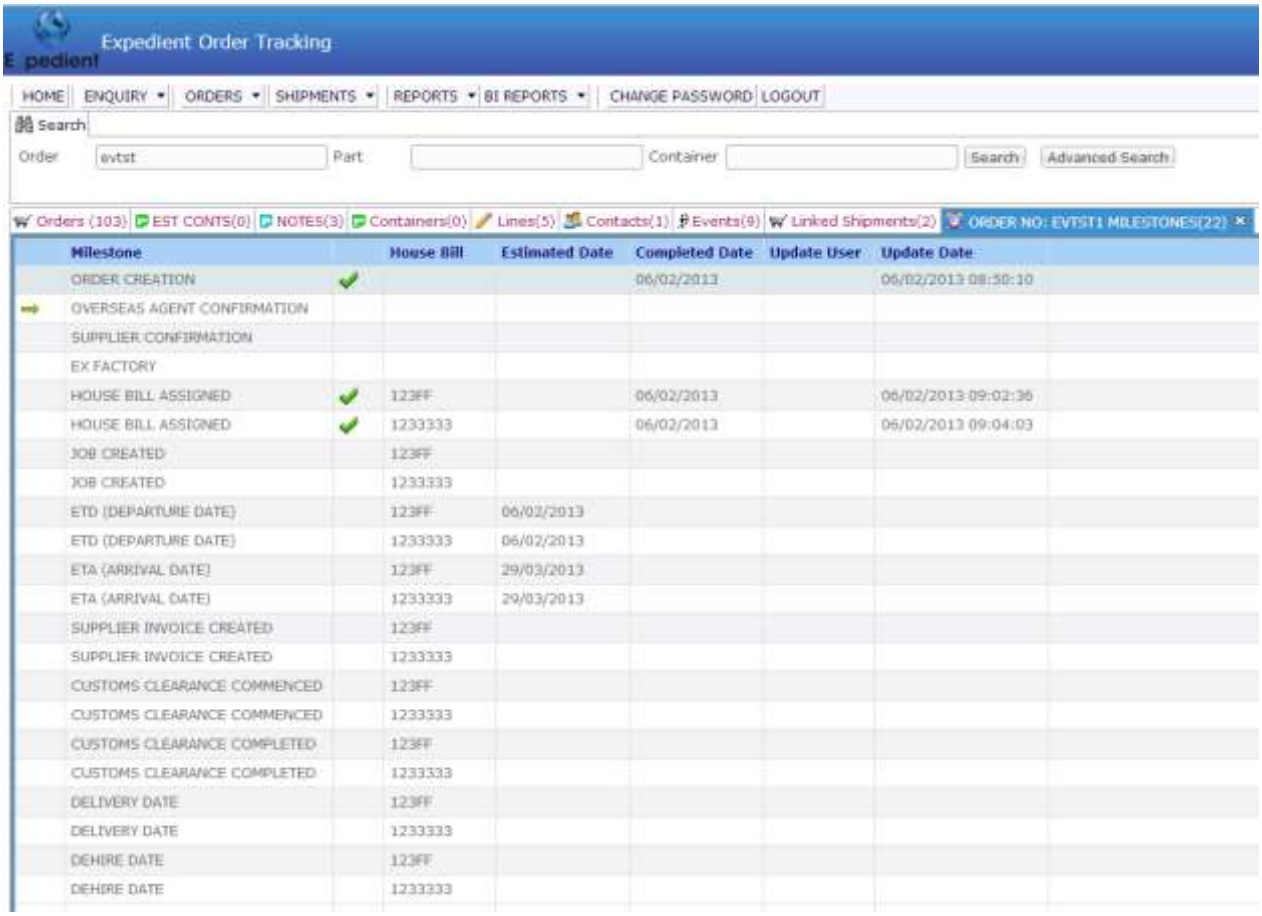
Shipment Creating (Web)

Shipment creation through the web is very similar and triggers the same email notifications and order status updates as shipment creation through the expedient system.





NOTE: One set of shipment milestones is associated to the order for each linked shipment/job.



Milestone		House Bill	Estimated Date	Completed Date	Update User	Update Date
ORDER CREATION	✔			06/02/2013		06/02/2013 08:50:10
OVERSEAS AGENT CONFIRMATION						
SUPPLIER CONFIRMATION						
EX FACTORY						
HOUSE BILL ASSIGNED	✔	123FF		06/02/2013		06/02/2013 09:02:36
HOUSE BILL ASSIGNED	✔	1233333		06/02/2013		06/02/2013 09:04:03
JOB CREATED		123FF				
JOB CREATED		1233333				
ETD (DEPARTURE DATE)		123FF	06/02/2013			
ETD (DEPARTURE DATE)		1233333	06/02/2013			
ETA (ARRIVAL DATE)		123FF	29/03/2013			
ETA (ARRIVAL DATE)		1233333	29/03/2013			
SUPPLIER INVOICE CREATED		123FF				
SUPPLIER INVOICE CREATED		1233333				
CUSTOMS CLEARANCE COMMENCED		123FF				
CUSTOMS CLEARANCE COMMENCED		1233333				
CUSTOMS CLEARANCE COMPLETED		123FF				
CUSTOMS CLEARANCE COMPLETED		1233333				
DELIVERY DATE		123FF				
DELIVERY DATE		1233333				
DEHIRE DATE		123FF				
DEHIRE DATE		1233333				

Interfaces

The following standard interface specifications will be available to the user:

- Inbound Order Interface
  - Flat ASCII file defining the order header and order detail elements

- Inbound Shipment Interface
  - Flat ASCII file defining shipment header and shipment detail elements

The interface file load process will be the same regardless of whether the file is loaded manually or received via EDI.

Inbound Order Interface

Order header, container and detail lines will be in the same file (order header followed by one or more container lines, followed by one or more detail lines). Multiple orders can be in the same file. Each record will be on a separate line. All fields will be separated by a "," (comma).

Order Header (Mandatory)

Order Header (Mandatory)					
Field nr.	**Description**	**Max Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	H
2	Order Number	30	C	M	ABC1234
3	Client Code	10	C	M	SLCTEST
4	Supplier Code	10	C	M	SUPPL1
5	Freight Forwarder Code	10	C	O	If blank, then the system default will be used.
6	Customs Broker Code	10	C	O	If blank, then the system default will be used.
7	Overseas Agent Code	10	C	O	BHHHH
8	Buying Agent Code	10	C	O	JUUUU
9	Transport Mode	1	C	M	A or S (Air, or Sea)
10	Currency	4	C	O	USD
11	Direct or Transhipment	1	C	O	D or T (Direct or Transhipment)
12	Required In Store	10	D	M	12/12/2010
13	Origin Port	5	C	O	USLAX
14	Discharge Port	5	C	O	AUMEL
15	Destination Port	5	C	O	AUSYD
16	Estimated Number of Containers	5	N	O	10
17	Estimated Number of Packages	5	N	O	1

Order Header (Mandatory)					
18	Gross Weight	8V2	D	O	1289.00
19	Unit Of Weight	2	C	O	KG Will default to KG if not specified.
20	Cubic Metres	13V3	D	O	12.5
21	Order Terms	4	C	O	FOB
22	Order Value	12V2	D	O	2300.00
23	Pickup Required	1	C	O	Y or N Default Value: N
24	Client Purchase Order Id	20	C	O	AHN89876
25	Indent Order	1	C	O	Y or N Default Value: N
26	Hazardous Goods	1	C	O	Y or N Default Value: N
27	Delivery Code	10	C	O	The system delivery code referencing the delivery details (as used in the job registration screen). If not specified then delivery details can be entered manually if required.

Order Header References (Optional)

Order Header References (Optional)					
Field nr.	**Description**	**Max.Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	SLCTEST
4	Reference Name	30	C	M	Name
5	Reference Value	50	C	M	Value

Order Container Types (Optional)

Order Container Types (Optional)					
Field nr.	**Description**	**Max.Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	SLCTEST
4	Supplier Code	10	C	M	SUPP1
5	Container Type	4	C	M	4360
6	Container Quantity	4	N	M	20

Order Lines (Optional)

Order Lines (Optional)					
Field nr.	**Description**	**Max.Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	L

Order Lines (Optional)					
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	SLCTEST
4	Supplier Code	10	C	M	SUPP1
5	Line Number	4	N	M	1
6	Supplier Part Number	35	C	M	"08125401103" The part number must be enclosed in double quotes
7	Quantity Ordered	5	D	M	10
8	Unit Of Measure	10	C	O	PCS
9	Item Price	12V2	D	O	12.20
10	Required In Store	10	D	O	12/12/2010 Will default to the order header required in store date if not specified.

Order Line References (Optional)

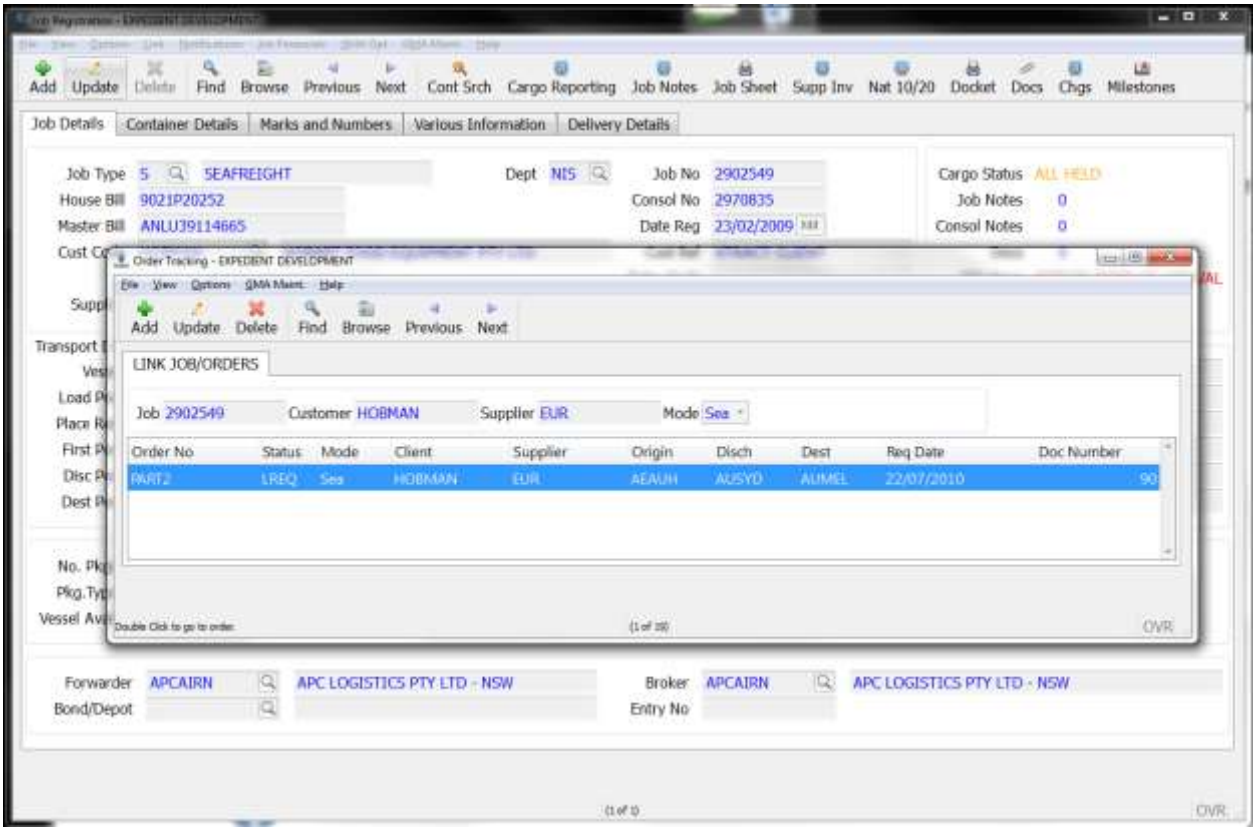
Order Line References (Optional)					
Field nr.	**Description**	**Max.Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	SLCTEST
4	Line No	4	N	M	1
5	Reference Name	30	C	M	Name
6	Reference Value	50	C	M	Value

Will default to the order header required in store date if not specified.

Job Level Order Tracking

When using job-level tracking, shipment creation is not required. Once the order is entered, a job can be created and linked to the order either through the order maintenance screen or through the job registration screen.

Order milestones and shipped quantities are updated from the job and the supplier's invoice.


Add Update Delete Find Browse Previous Next Cont Srch Cargo Reporting Job Notes Job Sheet Supp Inv Nat 10/20 Docket Docs Chgs Milestones
Job Details Container Details Marks and Numbers Various Information Delivery Details
Job Type 5 SEAFREIGHT
Dept NIS
Job No 2902549
House Bill 9021P20252
Consol No 2970835
Master Bill ANLU3914665
Date Reg 23/02/2009
Cargo Status
Job Notes 0
Consol Notes 0
Order Tracking - EXPEDIENT DEVELOPMENT
Add Update Delete Find Browse Previous Next
LINK JOB/ORDERS
Job 2902549
Customer HOBMAN
Supplier EUR
Mode Sea
Order No Status Mode Client Supplier Origin Disch Dest Req Date Doc Number
PART2 LREQ Sea HOBMAN EUR AEAUH AUSYD AUMEL 22/07/2010
Forwarder APCAIRN APC LOGISTICS PTY LTD - NSW
Broker APCAIRN APC LOGISTICS PTY LTD - NSW
Bond/Depot
Entry No
OVR

Order and Shipment File Load (Web)

Orders and shipments can be loaded from the web site from a csv file.
The format of the CSV file is pre-defined, see below for specification and example file:

The following standard interface specifications will be available to the user:

- Inbound Order Interface

Flat ASCII file defining the order header and order detail elements

- Inbound Shipment Interface
    - Flat ASCII file defining shipment header and shipment detail elements

The interface file load process will be the same regardless of whether the file is loaded manually or received via EDI.

Inbound Order Interface

Order header, container and detail lines will be in the same file (order header followed by one or more container lines, followed by one or more detail lines). Multiple orders can be in the same file. Each record will be on a separate line. All fields will be separated by a "," (comma).

Order Header (Mandatory)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	H
2	Order Number	30	C	M	ABC1234
3	Client Code	10	C	M	BLAJ
4	Supplier Code	10	C	M	REEPTY
5	Freight Forwarder Code	10	C	O	If blank, then the system default will be used.
6	Customs Broker Code	10	C	O	If blank, then the system default will be used.
7	Overseas Agent Code	10	C	O	BHHHH
8	Buying Agent Code	10	C	O	JUUUU
9	Transport Mode	1	C	M	A or S (Air, or Sea)
10	Currency	4	C	O	USD
11	Direct or Transhipment	1	C	O	D or T (Direct or Transhipment)
12	Required In Store	10	D	M	12/12/2010
13	Origin Port	5	C	O	USLAX

Order Header (Mandatory)					
14	Discharge Port	5	C	O	AUMEL
15	Destination Port	5	C	O	AUSYD
16	Estimated Number of Containers	5	N	O	10
17	Estimated Number of Packages	5	N	O	1
18	Gross Weight	8V2	D	O	1289.00
19	Unit Of Weight	2	C	O	KG Will default to KG if not specified.
20	Cubic Meters	13V3	D	O	12.5
21	Order Terms	4	C	O	FOB
22	Order Value	12V2	D	O	2300.00
23	Pickup Required	1	C	O	Y or N Default Value: N
24	Client Purchase Order Id	20	C	O	AHN89876
25	Indent Order	1	C	O	Y or N Default Value: N
26	Hazardous Goods	1	C	O	Y or N Default Value: N
27	Delivery Code	10	C	O	The system delivery code referencing the delivery details (as used in the job registration screen). If not specified then delivery details can be entered manually if required.

Order Header References (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client Code	10	C	M	SLCTEST
4	Reference Name	30	C	M	Name
5	Reference Value	50	C	M	Value

Order Container Types (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	BLAJ
4	Supplier Code	10	C	M	REEPTY
5	Container Type	4	C	M	4360
6	Container Quantity	4	N	M	20

Order Lines (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	L
2	Order Number	30	C	M	ABC1234
3	Client code	10	C	M	BLAJ
4	Supplier Code	10	C	M	REEPTY
5	Line Number	4	N	O	1
6	Supplier Part Number	35	C	M	"08125401103" The part number must be enclosed in double quotes
7	Quantity Ordered	5	D	M	10
8	Unit Of Measure	10	C	O	PCS
9	Item Price	12V2	D	O	12.20
10	Required In Store	10	D	O	12/12/2010 Will default to the order header required in store date if not specified.

Order Lines References (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Order Number	30	C	M	ABC1234
3	Client Code	10	C	M	SLCTEST
4	Line NO.	4	C	M	1
5	Reference Name	30	C	M	Name
6	Reference Value	50	C	M	Value

Shipment Header Interface

Shipment header, container and detail lines will be in the same file (shipment header followed by one or more container lines, followed by one or more detail lines). Multiple shipments can be in the same file. Each record will be on a separate line. All fields will be separated by a "," (comma).

Shipment Header (Mandatory)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	H
	Shipment Number	20	C	M	Unique identifier for this shipment. This is a user shipment number for each shipment received via an interface.
2	Client Code	10	C	M	BLAJ
3	Supplier Code	10	C	M	REEPTY
4	Transport Mode	1	C	M	A or S (Air, or Sea)
5	Country Of Origin	4	C	O	ZMB
6	Ship/Vessel	6	C	M	Mandatory when transport mode "S" otherwise ignored CAPDEL
7	Voyage ID	6	C	M	Mandatory when transport mode "S" otherwise ignored 03S10
8	Airline Code	6	C	M	Mandatory when transport mode "A" otherwise ignored QF
9	Flight Number	6	C	M	Mandatory when transport mode "A" otherwise ignored 101
10	Origin Port	5	C	M	USLAX
11	Discharge Port	5	C	M	AUMEL
12	Destination Port	5	C	M	AUSYD

Shipment Header (Mandatory)					
13	ETD Estimated Departure Date	10	D	M	12/12/2010
14	ETA Estimated Arrival Date	10	D	M	01/02/2011
15	Date Documentation Received	10	D	O	12/12/2010 Will default to the current date if not specified

Shipment Header References (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	A
2	Shipment Number	20	C	M	Unique identifier for this shipment
3	Reference Name	30	C	M	Name
4	Reference Value	50	C	M	Value

Shipment Lines (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	L
2	Shipment Number	20	C	M	Unique identifier for this shipment.
3	Order Number	30	C	M	ABC1234
4	Client code	10	C	M	BLAJ
5	Supplier Code	10	C	M	REEPTY
6	Supplier Part Number	35	C	M	"08125401103" The part number must be enclosed in double quotes
7	Quantity Shipped	5	D	M	10
8	Container ID	12	C	O	ACB123123123 Validated against shipment container information. Where the same part is on multiple containers, then multiple shipment lines for the same part can be used.

Shipment Line References (Optional)					
Field nr.	**Description**	**Max.**	**Type**	**Man/Opt**	**Example/Notes**

Shipment Line References (Optional)					
		Length			
1	Record Type	1	C	M	A
2	Shipment Number	20	C	M	Unique identifier for this shipment
3	Order Number	30	C	M	ABC1234
4	Client code	10	C	M	BLAJ
5	Supplier Part Number	35	C	M	"08125401103" The part number must be enclosed in double quotes
6	Container ID	12	C	O	ACB123123123
7	Line No.	4	N	O	1
8	Reference Name	30	C	M	Name
9	Reference Value	50	C	M	value

Every new valid order on a shipment line will be linked to the shipment (if not already linked).

Shipment Container (Optional)					
Field nr.	**Description**	**Max. Length**	**Type**	**Man/Opt**	**Example/Notes**
1	Record Type	1	C	M	C
2	Shipment Number	20	C	M	Unique identifier for this shipment.
3	Container ID	12	C	M	ACB123123123
4	Seal Number	20	C	O	123456789000
5	Container Type	1	C	M	(F)CL, (L)CL or (P)art
6	Gross Weight	13V3	D	O	123.00
7	Volume	13V3	D	O	34.50
8	Units	8	N	M	560

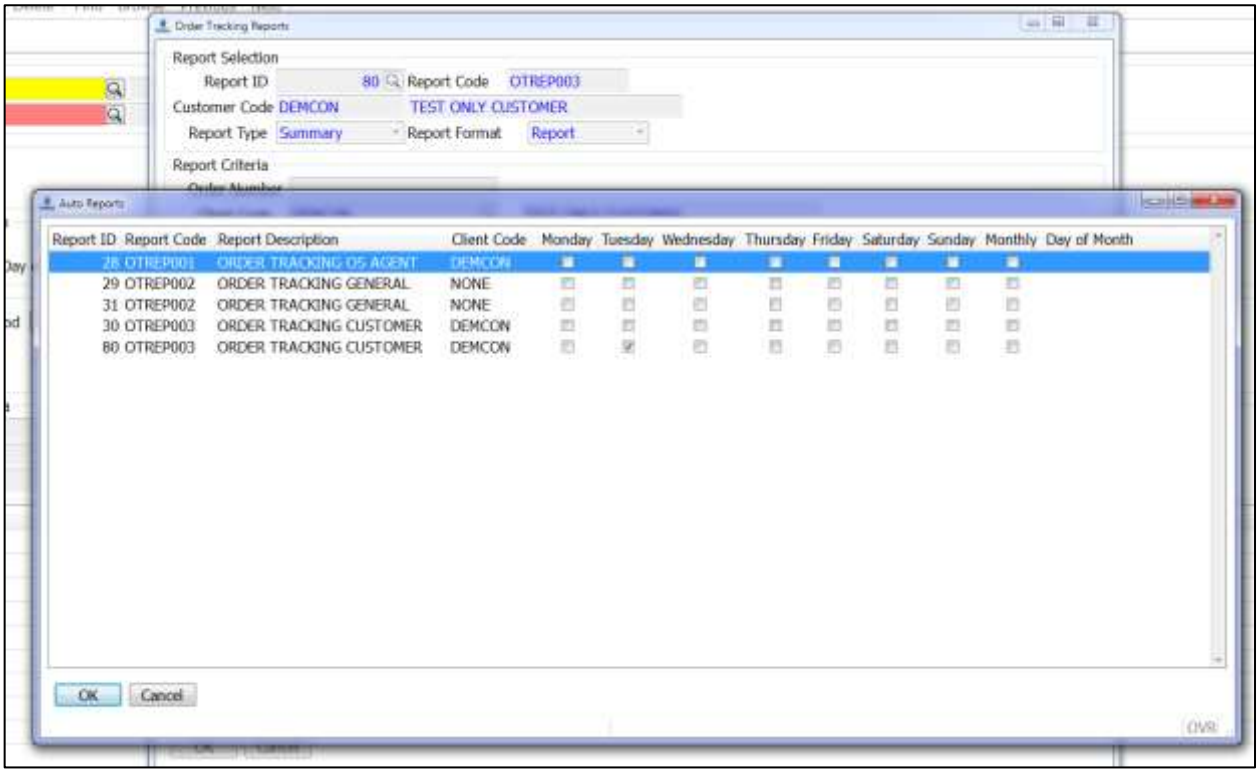
Reporting (Expedient)

Several different Order Tracking reports are available.
Expedient allows users to generate reports:

- Manually (ad – hoc)
- That will be generated automatically

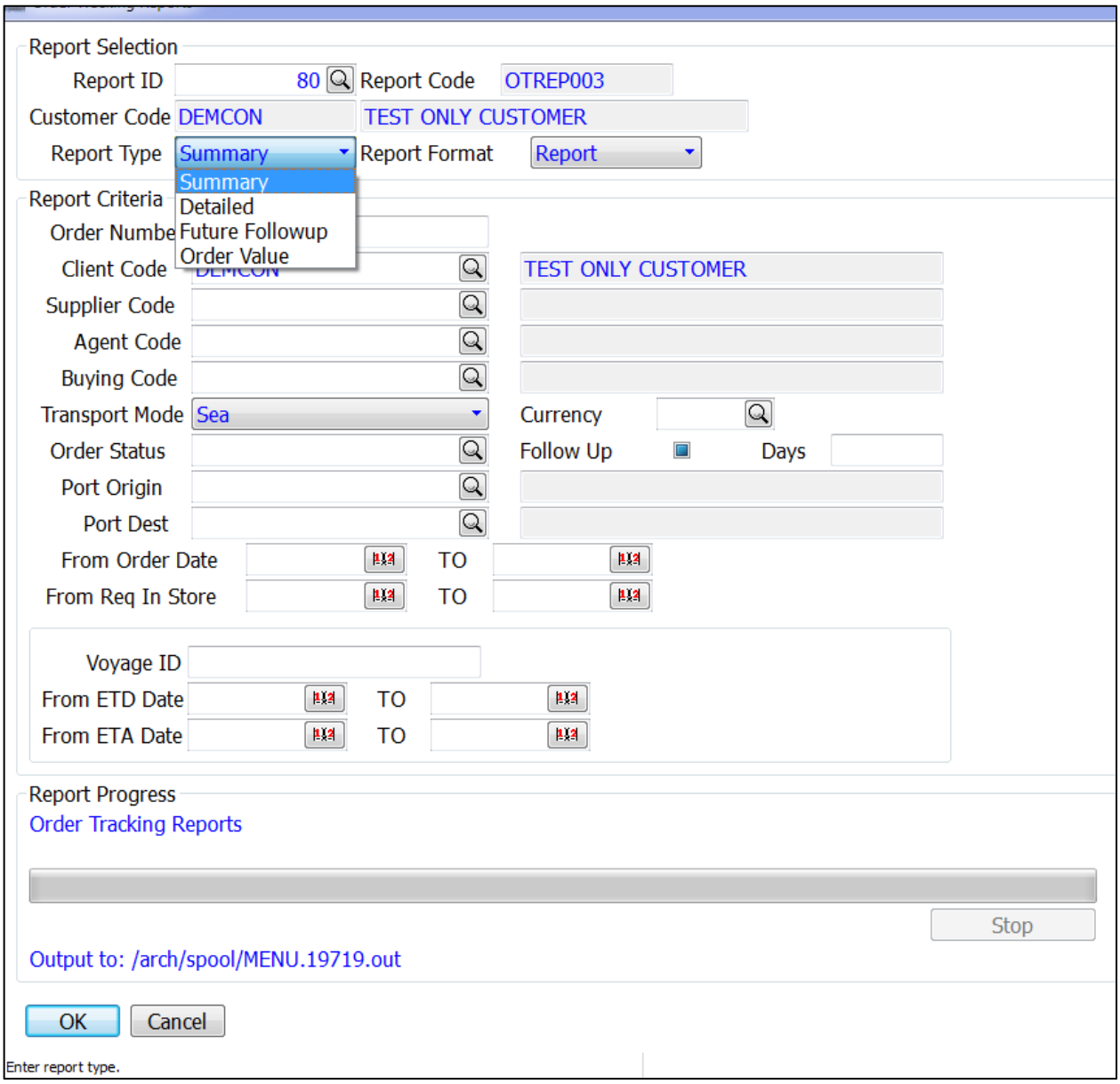
Manual (ad – hoc) Reports

The Order Tracking Criteria Screen allows users run any Automatic Order Tracking Report manually.

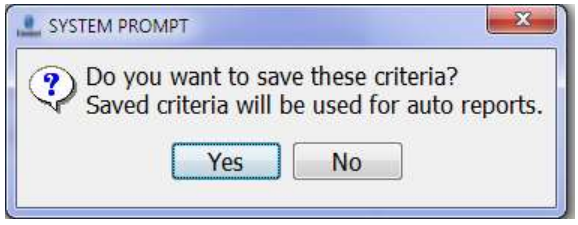

Order Tracking Reports
Report Selection
Report ID 80
Report Code OTREP003
Customer Code DEMCON
TEST ONLY CUSTOMER
Report Type Summary
Report Format Report
Report Criteria
Auto Reports
Report ID Report Code Report Description Client Code Monday Tuesday Wednesday Thursday Friday Saturday Sunday Monthly Day of Month
28 OTREP001 ORDER TRACKING OS AGENT DEMCON
29 OTREP002 ORDER TRACKING GENERAL NONE
31 OTREP002 ORDER TRACKING GENERAL NONE
30 OTREP003 ORDER TRACKING CUSTOMER DEMCON
80 OTREP003 ORDER TRACKING CUSTOMER DEMCON
OK
Cancel

The above screen allows users to enter the Report that they wish to run manually. The above list displays all Order Tracking Reports that exist in the Automatic Reports Screen.
The user then select one of the Reports they wish to run manually, in this case report ID 80.

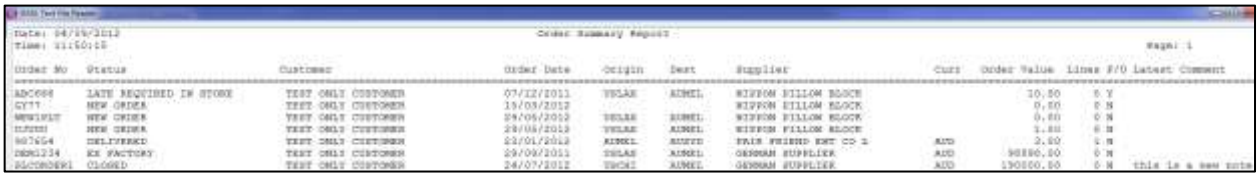
The user can then select the Report Type. In this example, the Summary Report. Users can then enter any criteria they wish to use to generate a manual report.



Once the user wishes to generate the report they hit OK, and the below message appears. Select the No Option to run the report manually:

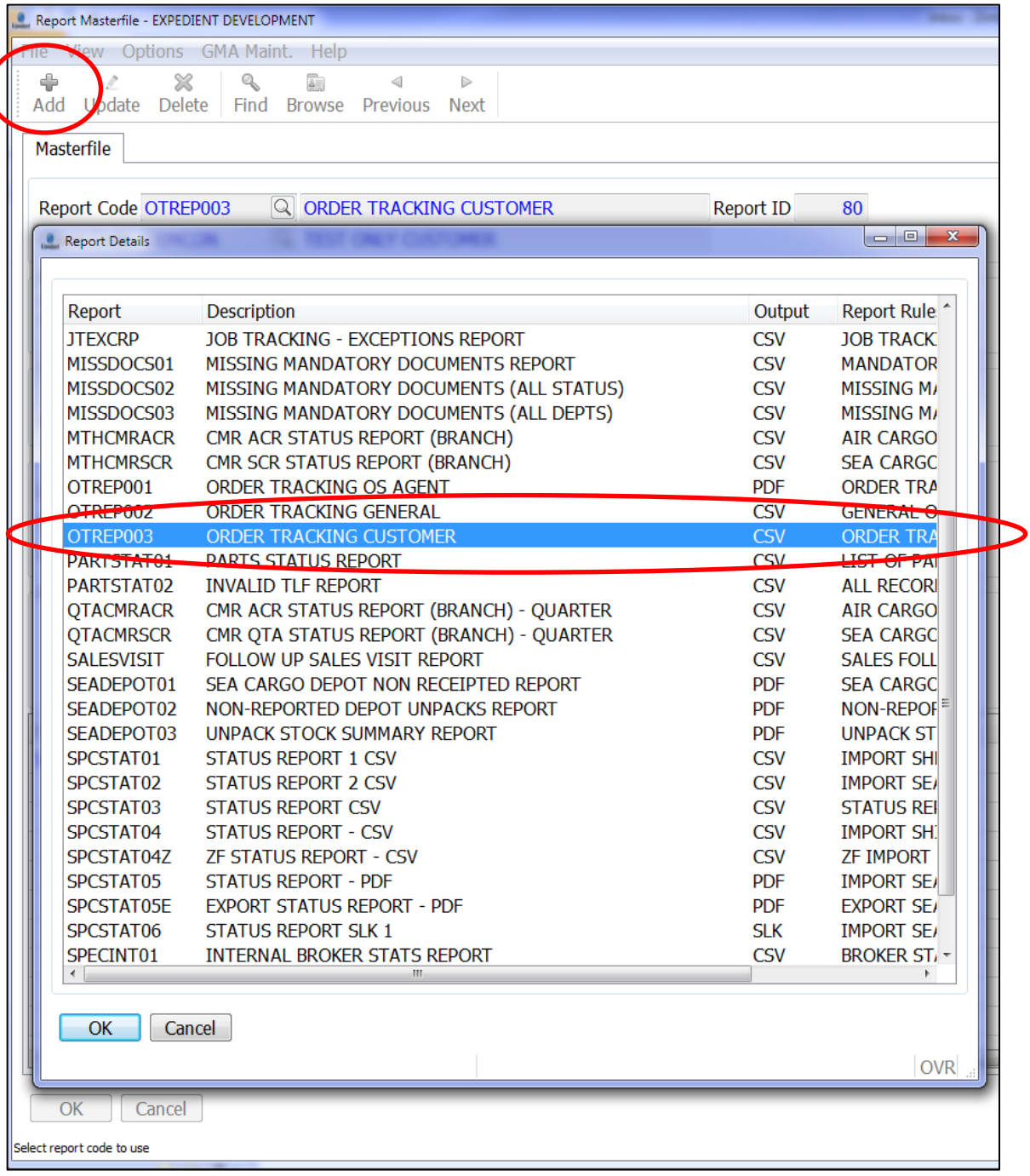


The Report will then generate the below output:



Automatic Reports

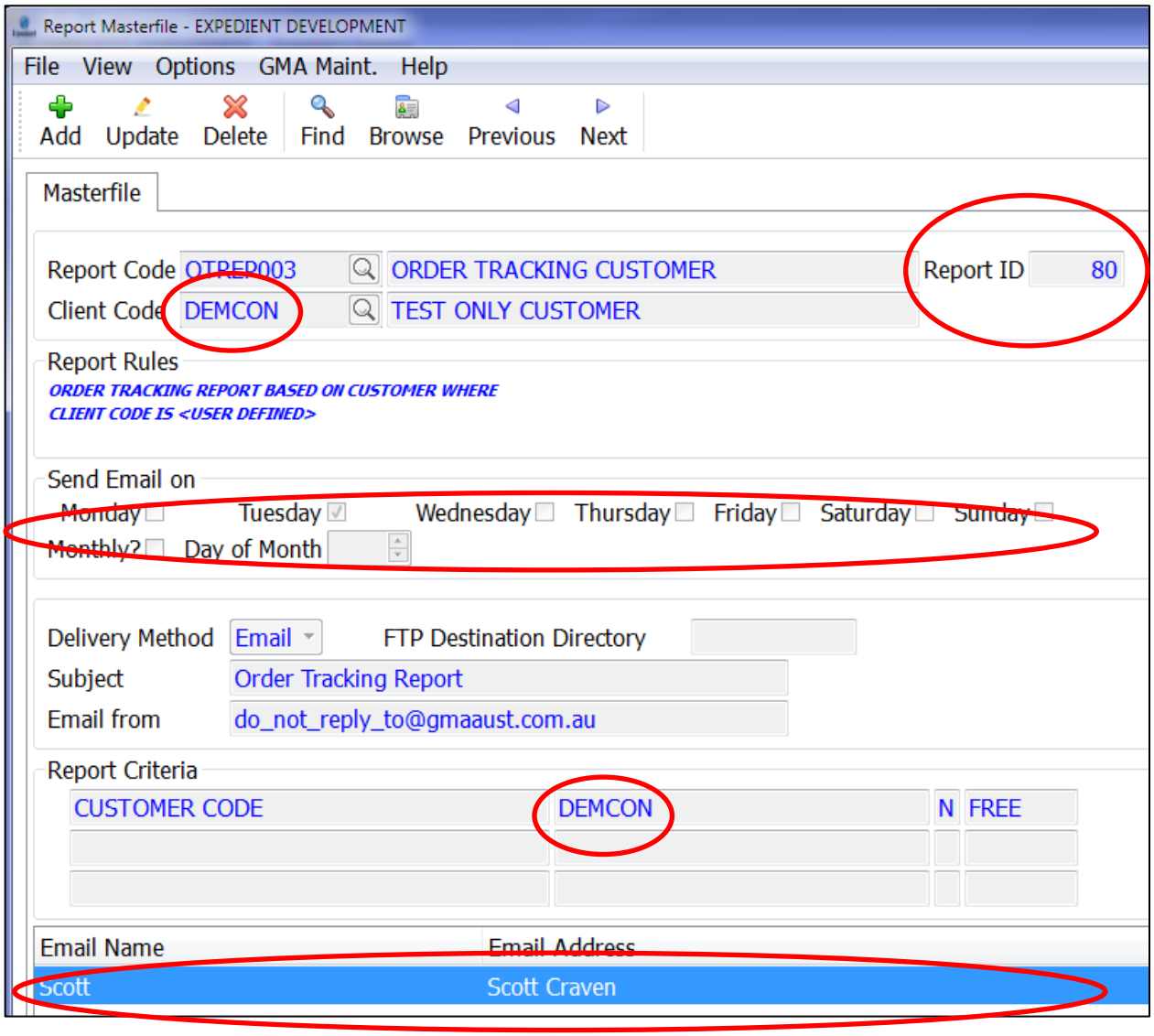
To set up an Automatic Order Tracking Report users firstly need to add a new report into the Automatic Reports menu with the Automatic Report they wish for that customer. They can select any report that starts with OTREP. See below:


Report Masterfile - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
Masterfile
Report Code OTREP003 ORDER TRACKING CUSTOMER Report ID 80
Report Details
Report Description Output Report Rule
JTEXCRP JOB TRACKING - EXCEPTIONS REPORT CSV JOB TRACK
MISSDOCS01 MISSING MANDATORY DOCUMENTS REPORT CSV MANDATOR
MISSDOCS02 MISSING MANDATORY DOCUMENTS (ALL STATUS) CSV MISSING M
MISSDOCS03 MISSING MANDATORY DOCUMENTS (ALL DEPTS) CSV MISSING M
MTHCMRACR CMR ACR STATUS REPORT (BRANCH) CSV AIR CARGO
MTHCMRSCR CMR SCR STATUS REPORT (BRANCH) CSV SEA CARGC
OTREP001 ORDER TRACKING OS AGENT PDF ORDER TRA
OTREP002 ORDER TRACKING GENERAL CSV GENERAL O
OTREP003 ORDER TRACKING CUSTOMER CSV ORDER TRA
PARTSTAT01 PARTS STATUS REPORT CSV LIST OF PA
PARTSTAT02 INVALID TLF REPORT CSV ALL RECORI
QTACMRACR CMR ACR STATUS REPORT (BRANCH) - QUARTER CSV AIR CARGO
QTACMRSCR CMR QTA STATUS REPORT (BRANCH) - QUARTER CSV SEA CARGC
SALESVISIT FOLLOW UP SALES VISIT REPORT CSV SALES FOLL
SEADEPOT01 SEA CARGO DEPOT NON RECEIPTED REPORT PDF SEA CARGC
SEADEPOT02 NON-REPORTED DEPOT UNPACKS REPORT PDF NON-REPOF
SEADEPOT03 UNPACK STOCK SUMMARY REPORT PDF UNPACK ST
SPCSTAT01 STATUS REPORT 1 CSV CSV IMPORT SHI
SPCSTAT02 STATUS REPORT 2 CSV CSV IMPORT SE
SPCSTAT03 STATUS REPORT CSV CSV STATUS REI
SPCSTAT04 STATUS REPORT - CSV CSV IMPORT SH
SPCSTAT04Z ZF STATUS REPORT - CSV CSV ZF IMPORT
SPCSTAT05 STATUS REPORT - PDF PDF IMPORT SE
SPCSTAT05E EXPORT STATUS REPORT - PDF PDF EXPORT SE
SPCSTAT06 STATUS REPORT SLK 1 SLK IMPORT SE
SPECINT01 INTERNAL BROKER STATS REPORT CSV BROKER ST
OK Cancel
OVR
OK Cancel
Select report code to use

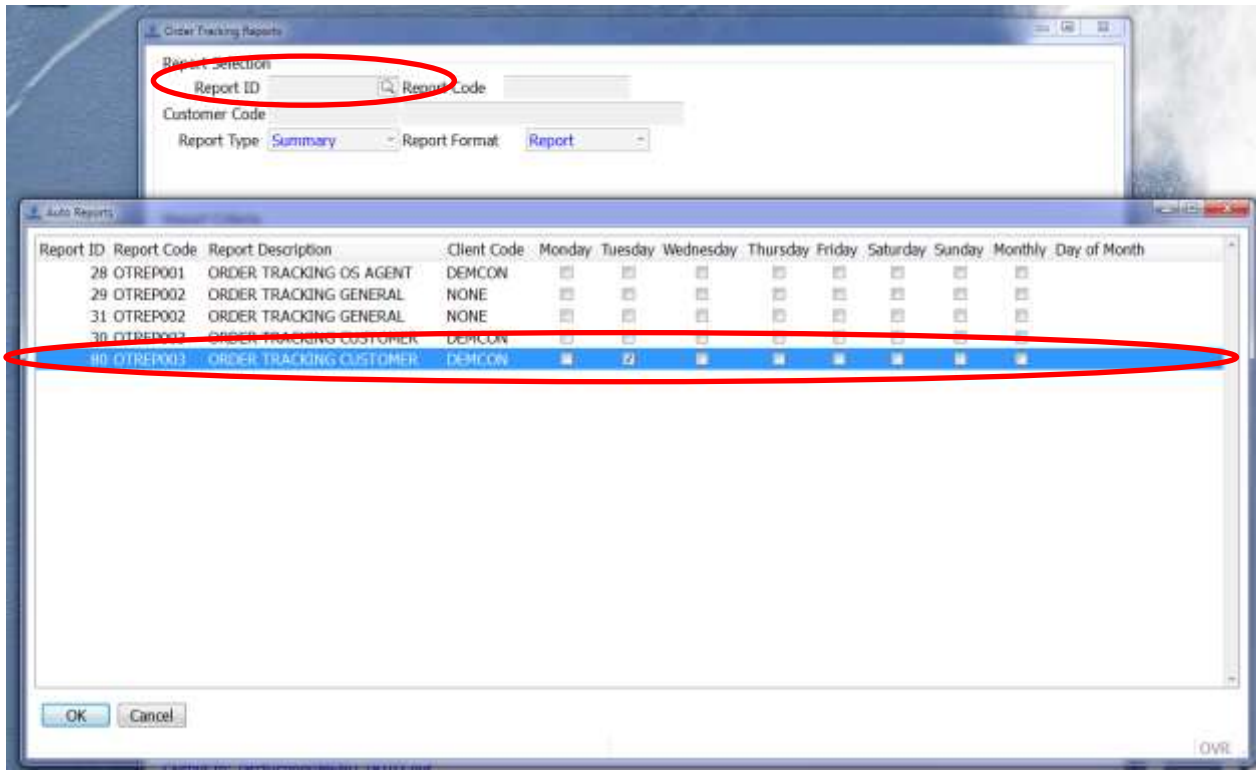
Then update the following:

i. Enter the Client Code you want to send the report to
ii. Enter the Customer Code in the Report Criteria also
iii. Enter the days in which the customer is to receive the report.
iv. Enter the Email Address(s) of the customers

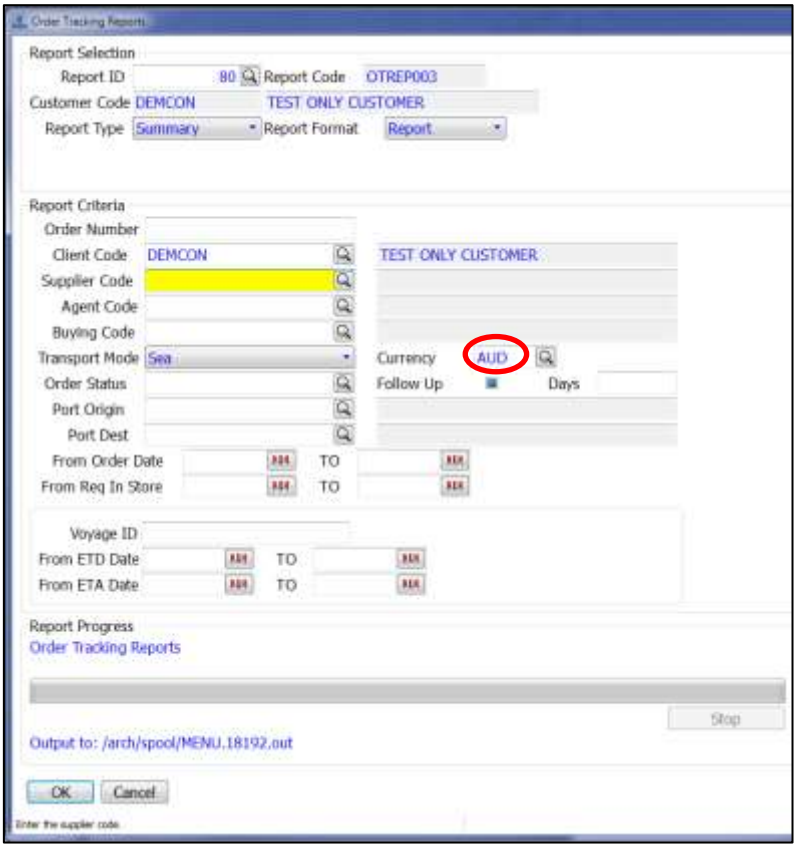
Then save the record. Take a note of the Report ID, see below report ID 80.


Report Masterfile - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
Masterfile
Report Code OTREP003 ORDER TRACKING CUSTOMER
Report ID 80
Client Code DEMCON TEST ONLY CUSTOMER
Report Rules
ORDER TRACKING REPORT BASED ON CUSTOMER WHERE
CLIENT CODE IS <USER DEFINED>
Send Email on
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Monthly? Day of Month
Delivery Method Email FTP Destination Directory
Subject Order Tracking Report
Email from do_not_reply_to@gmaaust.com.au
Report Criteria
CUSTOMER CODE DEMCON N FREE
Email Name Email Address
Scott Scott Craven

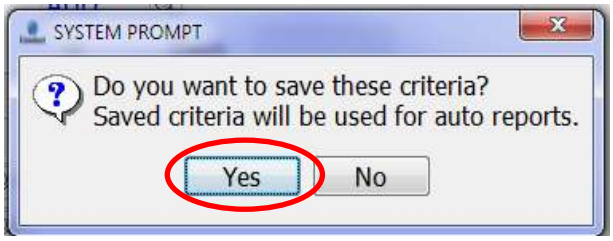
Then in the Order Tracking Reports Menu/Print Order Tracking Reports, select the report ID above and then define the Report Criteria, see below:


Report Selection
Report ID
Report Code
Customer Code
Report Type
Summary
Report Format
Report
Report ID Report Code Report Description Client Code Monday Tuesday Wednesday Thursday Friday Saturday Sunday Monthly Day of Month
28 OTREP001 ORDER TRACKING OS AGENT DEMCON
29 OTREP002 ORDER TRACKING GENERAL NONE
31 OTREP002 ORDER TRACKING GENERAL NONE
80 OTREP003 ORDER TRACKING CUSTOMER DEMCON
OK
Cancel

Once you have selected Report ID 80, users then can add filters; in this case we wish to filter for DEMCON orders with AUD as the Currency:



Click OK to run the Report. The system will then display the following prompt:

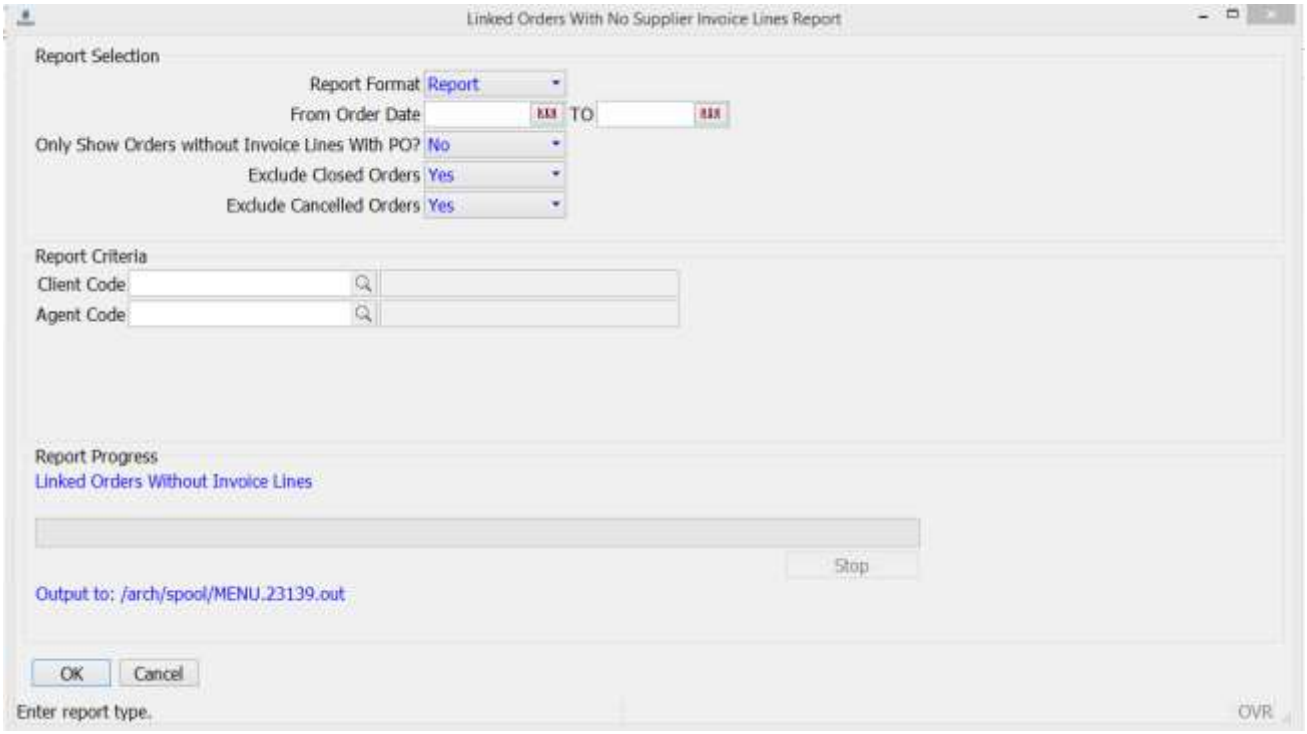


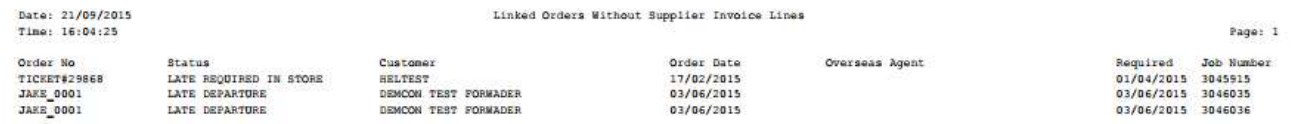
Select **Yes** in the above Prompt. Once the user selects Yes, the system will automatically save these filters against Report ID 80 in the Automatic Reports Screen. This is now set to be sent to the email address automatically.

Diagnostic Reports (Expedient)

Linked Orders Without Supplier Invoice Lines Report

This report will show orders that have been linked to jobs (either directly or via shipments depending on the customer's order tracking set-up) but do not have any supplier invoice lines referencing the order.



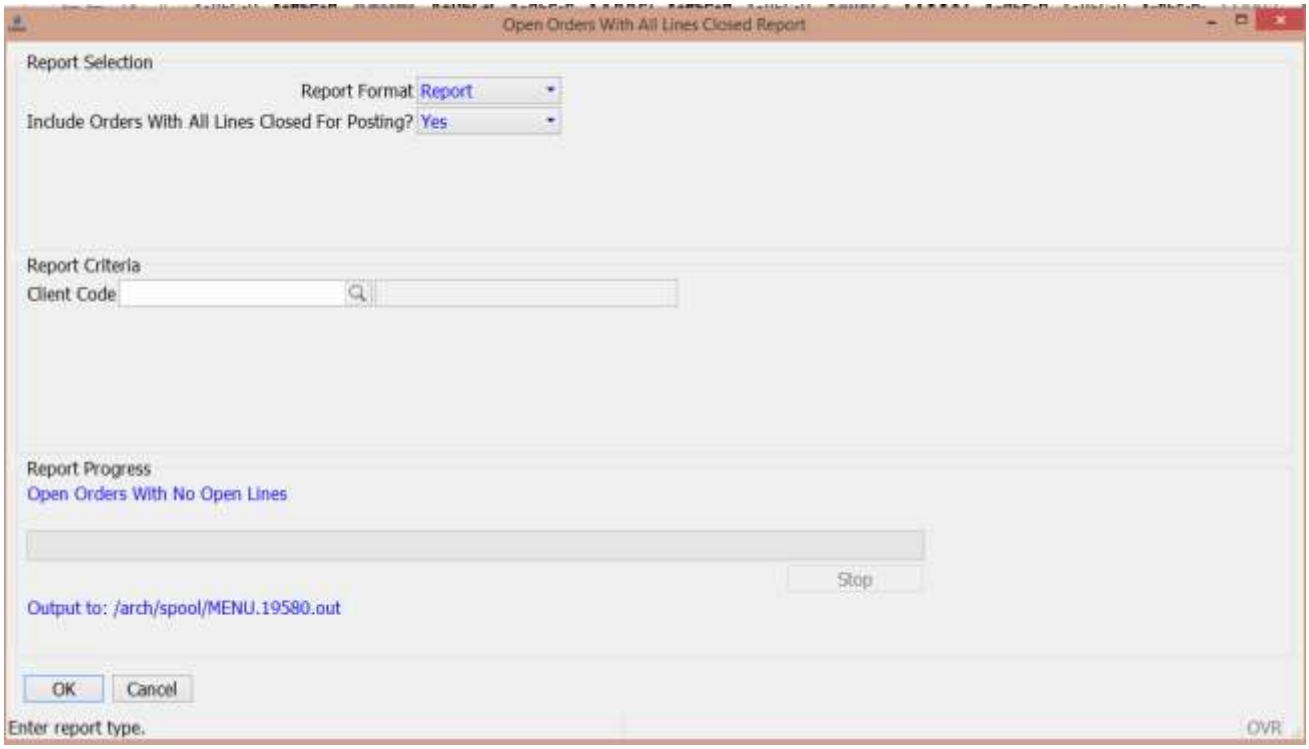


Date: 21/09/2015 Linked Orders Without Supplier Invoice Lines
Time: 16:04:25 Page: 1

Order No	Status	Customer	Order Date	Overseas Agent	Required	Job Number
TICKET#29868	LATE REQUIRED IN STORE	HELTEST	17/02/2015		01/04/2015	3045915
JAKE_0001	LATE DEPARTURE	DEMCON TEST FORWADER	03/06/2015		03/06/2015	3046035
JAKE_0001	LATE DEPARTURE	DEMCON TEST FORWADER	03/06/2015		03/06/2015	3046036

Open Orders With No Open Lines

This report will show all orders that are in an open status for which all lines are closed or closed for supplier invoice quantity posting.

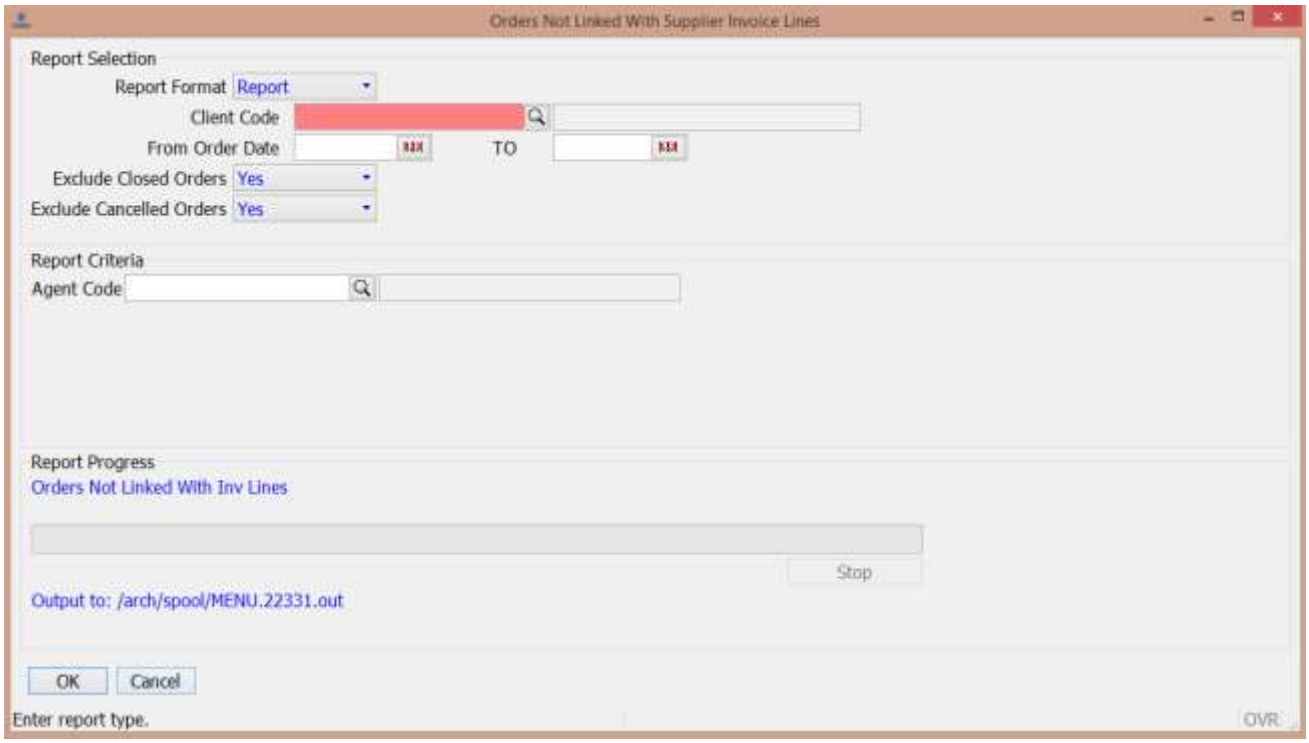



```
Date: 21/09/2015                                  Open Orders Without Open Order Lines
Time: 16:44:59                                                                                                  Page: 1

Customer                        Order No        Order Date    Order Status                Lines     Overseas Agent
DEVTEST Client ABELENT          ABCABE1         27/06/2014    LATE REQUIRED IN STORE          1     DEVTEST Client OCOMLIN
```

Unlinked Orders With Inv Lines

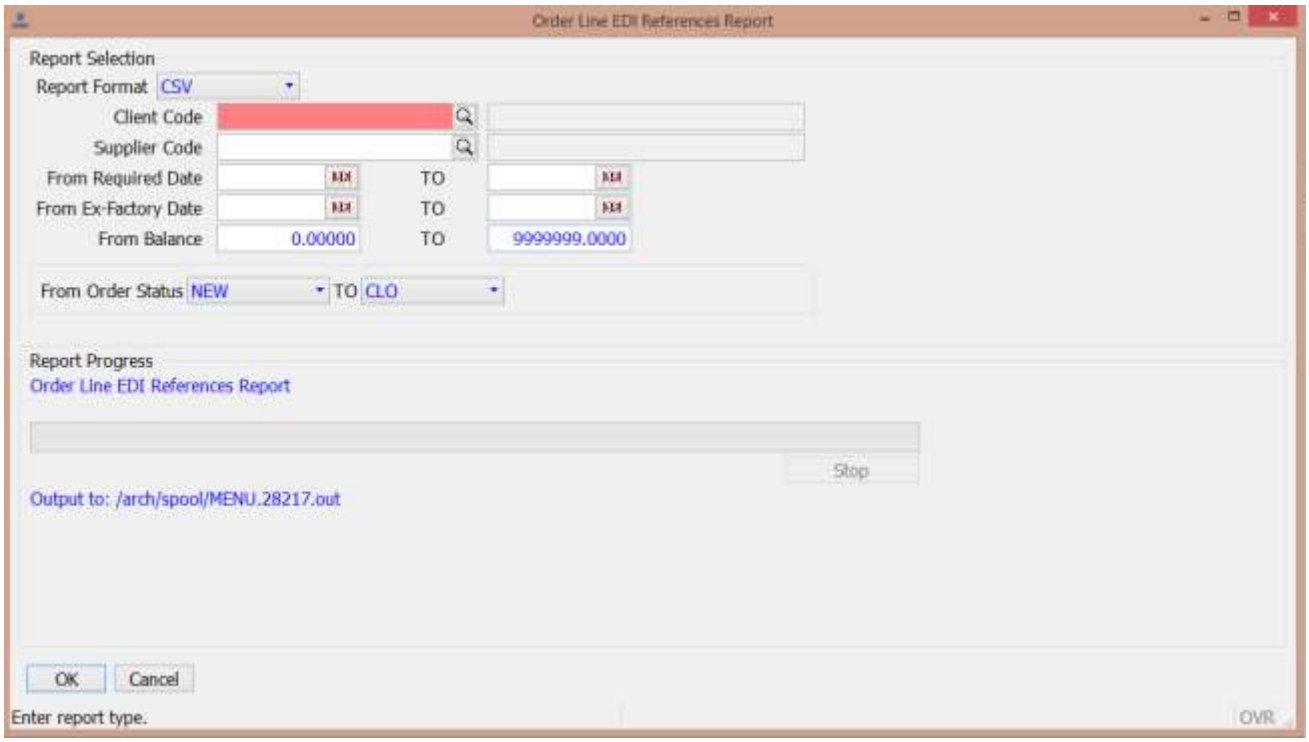
This report will show orders that have supplier invoice lines referencing the order number in the “PO Number” column but the order is not linked to the job.



	A	B	C	D	E	F	G	H	I	J	K	L
1		Orders Not Linked With Supplier Invoice Lines							Date:21/09/2015 Time:16:18:05			
2	Order No	Status	Customer	Order Date	O/S Agent	Required In Store	Job Number	Invoice Number				
3	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045464	CGTEST11123				
4	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045465	CGTEST22234				
5	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045465	CGTEST22234				
6	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045464	CGTEST11123				
7	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045466	CCCCV2				
8	4506267062	LATE DEPARTURE	DEVTEST Client TESTCUST	1/08/2013	DEVTEST Client OKIN111	4/11/2013	3045466	CCCCV2				
9	4506271269	LATE REQUIRED IN STORE	DEVTEST Client TESTCUST	27/09/2013	DEVTEST Client OSC111	3/03/2014	3045773	RRR				
10	4506271269	LATE REQUIRED IN STORE	DEVTEST Client TESTCUST	27/09/2013	DEVTEST Client OSC111	3/03/2014	3045773	RRR				
11	HELTEST010	LATE DEPARTURE	DEVTEST Client TESTCUST	20/10/2014		24/10/2014	3045763	HELSHIPINV010				
12	HELTEST010	LATE DEPARTURE	DEVTEST Client TESTCUST	20/10/2014		24/10/2014	3045763	HELSHIPINV010				
13												

Order Line EDI References

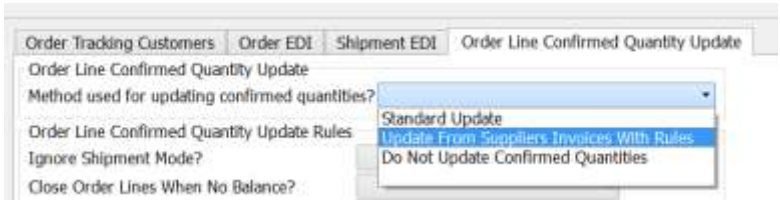
This CSV report will show all order lines that match the report selection criteria and will include all EDI order line references (where these are being used).

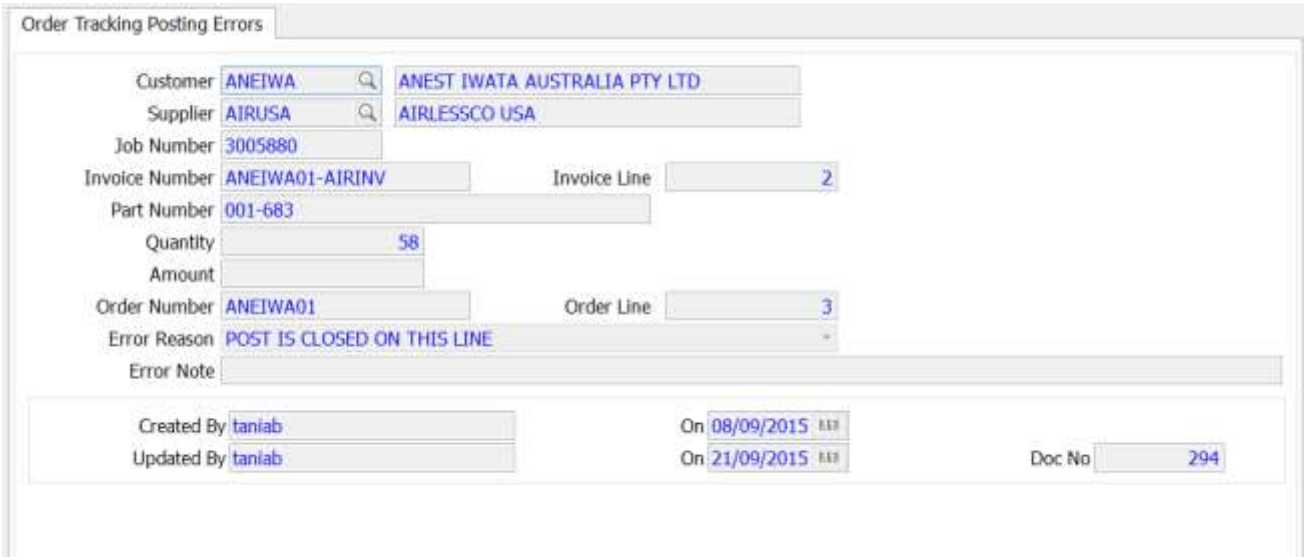


Posting Errors (Expedient)

Order Tracking Post Errors

When a customer has been set up so that order line confirmed quantities use the 'Update From Suppliers Invoices With Rules' method, any issues arising out of the automatic or from the manual post of supplier invoice quantities will go to the "Order Tracking Posting Errors" screen.


Order Tracking Customers
Order EDI
Shipment EDI
Order Line Confirmed Quantity Update
Order Line Confirmed Quantity Update
Method used for updating confirmed quantities?
Order Line Confirmed Quantity Update Rules
Ignore Shipment Mode?
Close Order Lines When No Balance?
Standard Update
Update From Suppliers Invoices With Rules
Do Not Update Confirmed Quantities



The user may only delete a record or update to add an error note. The posting can be re-run from the import job registration screen, using the Options/More Options/Post Supplier Invoice Qty to Orders option. This repost will clear existing posting errors before it executes.

Reporting (Web)

All Shipments With Parts

This report provides a CSV output of the Shipments matching the selected criteria that have parts information including Part number with ordered and shipped quantities. The report will list only shipments originating from countries and ports the Overseas Agent is associated with or Destination counties and ports the client is associated with.

Ship Id	Client	Supplier	Origin	Destin	E.T.D	E.T.A	Vessel	Incoming Vessel	Job	House	Docs Recv	Order No	Currency	Part No	Ord Qty	Ship Qty
54	DEMCON	SAMSUP	USLAX	AUPER	5/11/2010	5/11/2010	AGNSCA			RWERWER		DEMPO8	AUD	CH1122	100	100
90	DEMCON	1018	USLAX	AUMEL	12/10/2011	12/01/2012	AIDA					CONAND-2	AUD	NEW PART	100	50
94	DEMCON	1018	USLAX	AUSYD	12/01/2012	30/03/2012	AGA			ABNC7373737		TEST9	AUD	ABC1234	10	10
94	DEMCON	1018	USLAX	AUSYD	12/01/2012	30/03/2012	AGA			ABNC7373737		TEST9	AUD	MYPART	10	10
94	DEMCON	1018	USLAX	AUSYD	12/01/2012	30/03/2012	AGA			ABNC7373737		TEST9	AUD	NEW PART	101	100

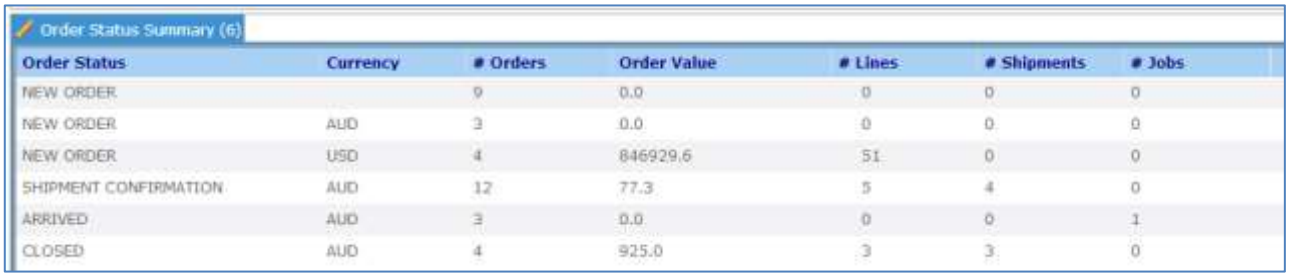
All Shipments

This report provides a CSV output of the Shipments matching the selected criteria that may or may not have parts information. The report will list only shipments originating from countries and ports the Overseas Agent is associated with or Destination counties and ports the client is associated with.

Ship Id	Client	Supplier	Origin	Destin	E.T.D	E.T.A	Vessel	Incoming Vessel	Job	House	Docs Recv	Order No	Currency	Part No	Ord Qty	Ship Qty
38	DEMCON	1008	USCHI	AUMEL	1/08/2010	1/09/2010	ANLAUS		3002125	HOUS93939393	23/07/2010					
54	DEMCON	SAMSUP	USLAX	AUPER	5/11/2010	5/11/2010	AGNSCA			RWERWER		DEMPO8	AUD	CH1122	100	100
80	DEMCON	1017	USLAX	AUSYD	25/08/2011	12/12/2012	ACEACC				25/08/2011					
81	DEMCON	1017	USLAX	AUSYD	25/08/2011	25/12/2011	AALBRI				26/08/2011					
84	DEMCON	1008	AEAAN	AEAAN	23/09/2011	23/09/2011	3Q									
85	DEMCON	1018	USLAX	AUSYD	26/09/2011	24/11/2011	AGA				26/09/2011					
86	DEMCON	1008	USLAX	AUMEL	24/09/2011	28/09/2011	ANLWAN		3001083	HOUS2937675						
90	DEMCON	1018	USLAX	AUMEL	12/10/2011	12/01/2012	AIDA					CONAND-2	AUD	NEW PART	100	50

Order Status Summary

The Order Status Summary displays on the screen based on all Orders by Order Status. This includes all orders ever created. The report will list only orders originating from countries and ports the Overseas Agent is associated with or Destination counties and ports the client is associated with.



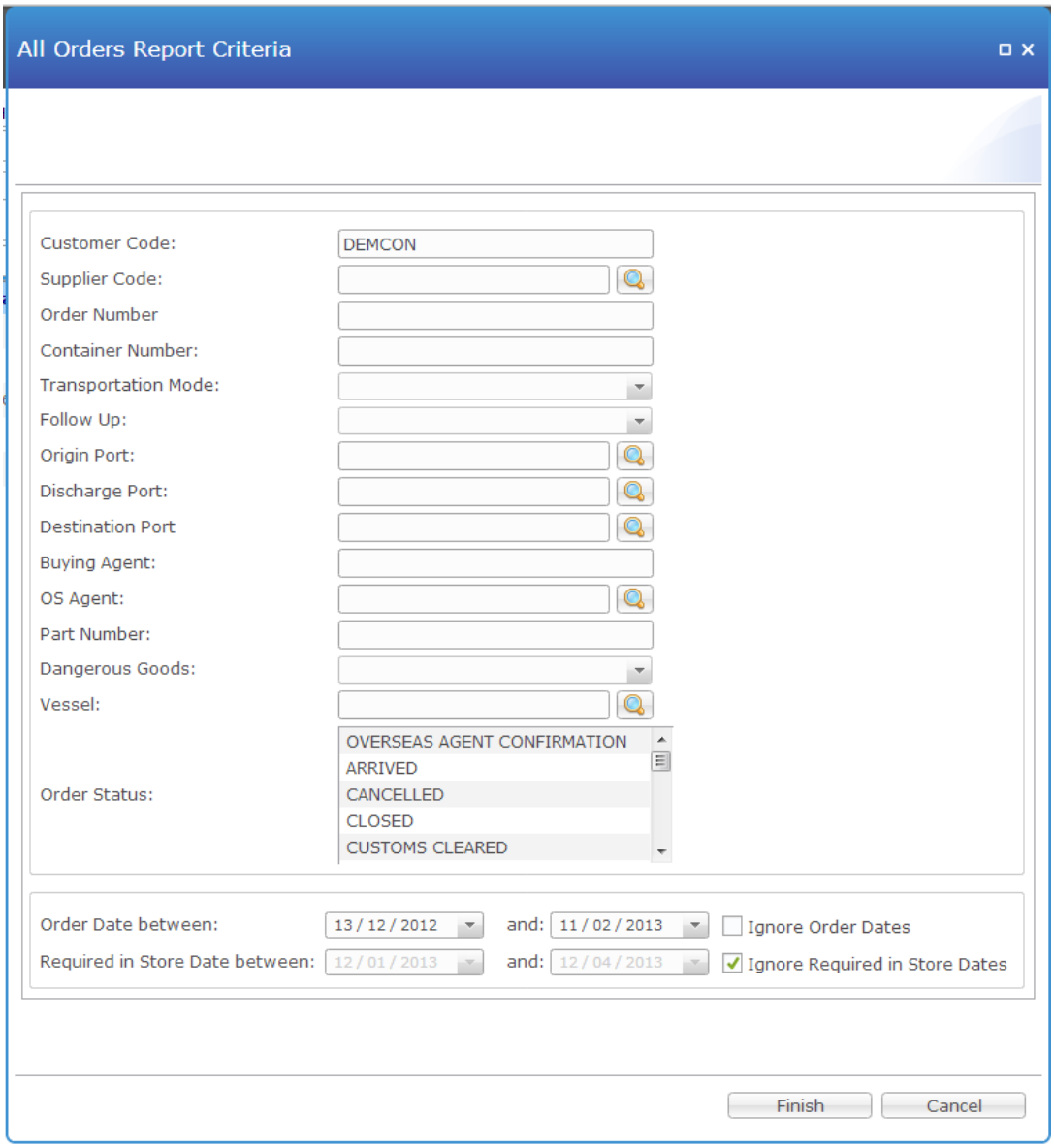
Order Status Summary (6)

Order Status	Currency	# Orders	Order Value	# Lines	# Shipments	# Jobs
NEW ORDER		9	0.0	0	0	0
NEW ORDER	AUD	3	0.0	0	0	0
NEW ORDER	USD	4	846929.6	51	0	0
SHIPMENT CONFIRMATION	AUD	12	77.3	5	4	0
ARRIVED	AUD	3	0.0	0	0	1
CLOSED	AUD	4	925.0	3	3	0

All Orders Report (CSV)

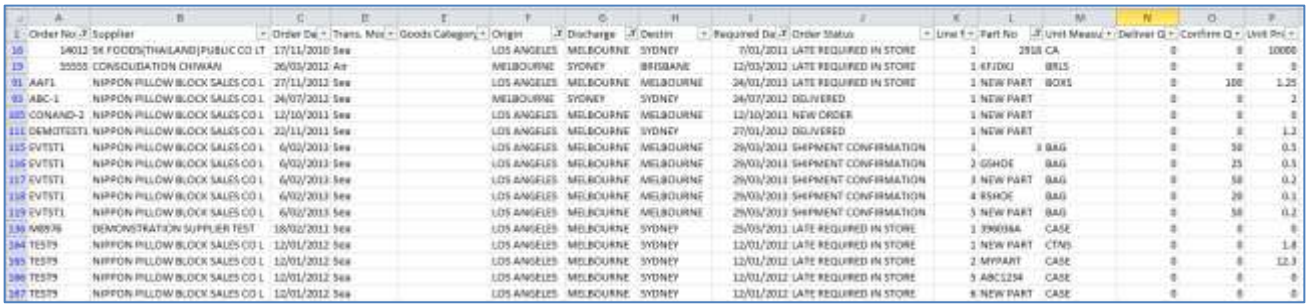
This report allows users to query on all orders based on a number of different filters. The report outputs into CSV allowing users to perform further analysis. The report will list only orders originating from countries and ports the Overseas Agent is associated with or Destination counties and ports the client is associated with.

The below screen is the Report Criteria Screen:



Please note the Customer Code and Supplier Code reports filters will not appear for Web User Type Client.

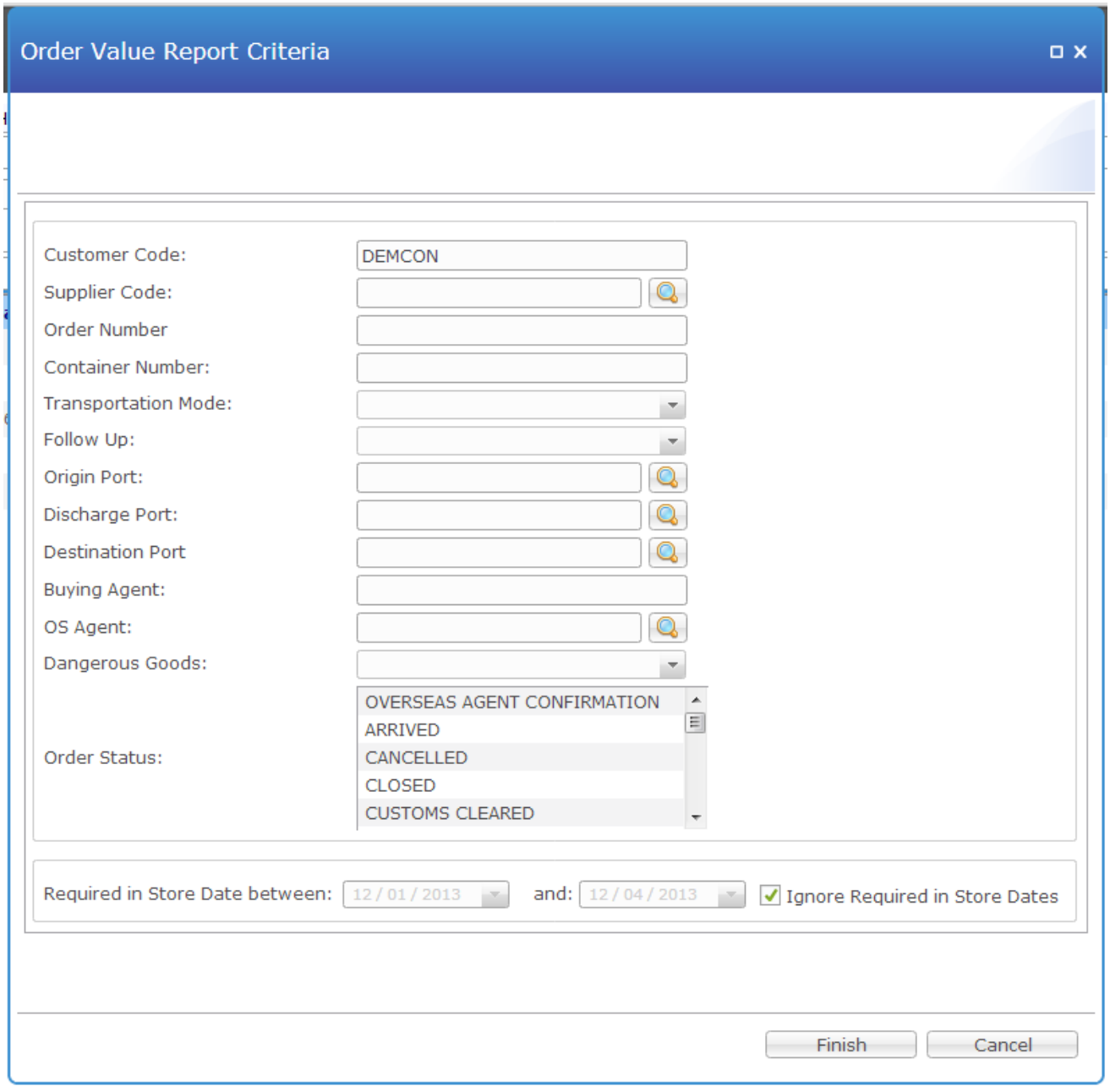
The Report CSV output is shown below:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Order No	Supplier	Order Da	Trans. Mo	Goods Category	Origin	Discharge	Destin	Required Da	Order Status	Line N	Part No	Unit Measu	Deliver Q	Confirm Q	Unit Pri
18	14011	SK FOODS(THAILAND)PUBLIC CO LT	17/11/2010	Sea		LOS ANGELES	MELBOURNE	SYDNEY	7/01/2011	LATE REQUIRED IN STORE	1	2918	CA	0	0	10000
19	55555	CONSOLIDATION CHIWAN	26/03/2012	Air		MELBOURNE	SYDNEY	BRISBANE	12/03/2012	LATE REQUIRED IN STORE	1	KFJDKJ	BRLS	0	0	0
91	AAF1	NIPPON PILLOW BLOCK SALES CO L	27/11/2012	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	24/01/2013	LATE REQUIRED IN STORE	1	NEW PART	BOXS	0	100	1.25
93	ABC-1	NIPPON PILLOW BLOCK SALES CO L	24/07/2012	Sea		MELBOURNE	SYDNEY	SYDNEY	24/07/2012	DELIVERED	1	NEW PART		0	0	2
105	CONAND-2	NIPPON PILLOW BLOCK SALES CO L	12/10/2011	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	12/10/2011	NEW ORDER	1	NEW PART		0	0	0
111	DEMOTEST1	NIPPON PILLOW BLOCK SALES CO L	22/11/2011	Sea		LOS ANGELES	MELBOURNE	SYDNEY	27/01/2012	DELIVERED	1	NEW PART		0	0	1.2
115	EVTST1	NIPPON PILLOW BLOCK SALES CO L	6/02/2013	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	29/03/2013	SHIPMENT CONFIRMATION	1	1	BAG	0	50	0.5
116	EVTST1	NIPPON PILLOW BLOCK SALES CO L	6/02/2013	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	29/03/2013	SHIPMENT CONFIRMATION	2	GSHOE	BAG	0	25	0.5
117	EVTST1	NIPPON PILLOW BLOCK SALES CO L	6/02/2013	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	29/03/2013	SHIPMENT CONFIRMATION	3	NEW PART	BAG	0	50	0.2
118	EVTST1	NIPPON PILLOW BLOCK SALES CO L	6/02/2013	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	29/03/2013	SHIPMENT CONFIRMATION	4	RSHOE	BAG	0	20	0.1
119	EVTST1	NIPPON PILLOW BLOCK SALES CO L	6/02/2013	Sea		LOS ANGELES	MELBOURNE	MELBOURNE	29/03/2013	SHIPMENT CONFIRMATION	5	NEW PART	BAG	0	50	0.2
136	M8976	DEMONSTRATION SUPPLIER TEST	18/02/2011	Sea		LOS ANGELES	MELBOURNE	SYDNEY	25/05/2011	LATE REQUIRED IN STORE	1	3960364	CASE	0	0	0
184	TEST9	NIPPON PILLOW BLOCK SALES CO L	12/01/2012	Sea		LOS ANGELES	MELBOURNE	SYDNEY	12/01/2012	LATE REQUIRED IN STORE	1	NEW PART	CTNS	0	0	1.8
185	TEST9	NIPPON PILLOW BLOCK SALES CO L	12/01/2012	Sea		LOS ANGELES	MELBOURNE	SYDNEY	12/01/2012	LATE REQUIRED IN STORE	2	MYPART	CASE	0	0	12.3
186	TEST9	NIPPON PILLOW BLOCK SALES CO L	12/01/2012	Sea		LOS ANGELES	MELBOURNE	SYDNEY	12/01/2012	LATE REQUIRED IN STORE	3	ABC1234	CASE	0	0	0
187	TEST9	NIPPON PILLOW BLOCK SALES CO L	12/01/2012	Sea		LOS ANGELES	MELBOURNE	SYDNEY	12/01/2012	LATE REQUIRED IN STORE	4	NEW PART	CASE	0	0	0

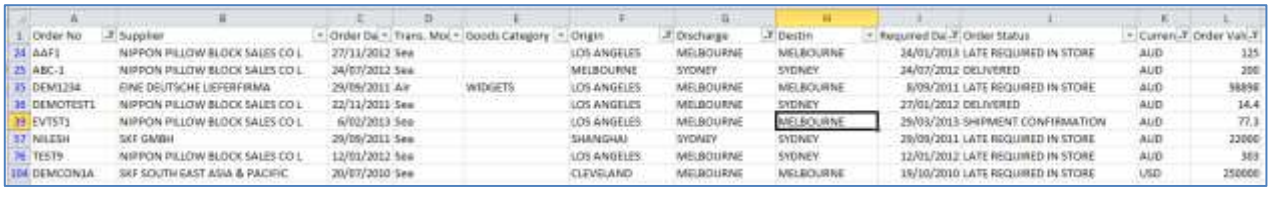
Order Value Report (CSV)

The Order Value Report allows users to query on all orders based on a number of different filters. The report outputs into CSV allowing users to perform further analysis. The report will list only orders originating from countries and ports the Overseas Agent is associated with or Destination counties and ports the client is associated with.



The Customer Code and Supplier Code reports filters will not appear for web user type Client.

The Report CSV below, displays Order information with the Currency and Order Value.

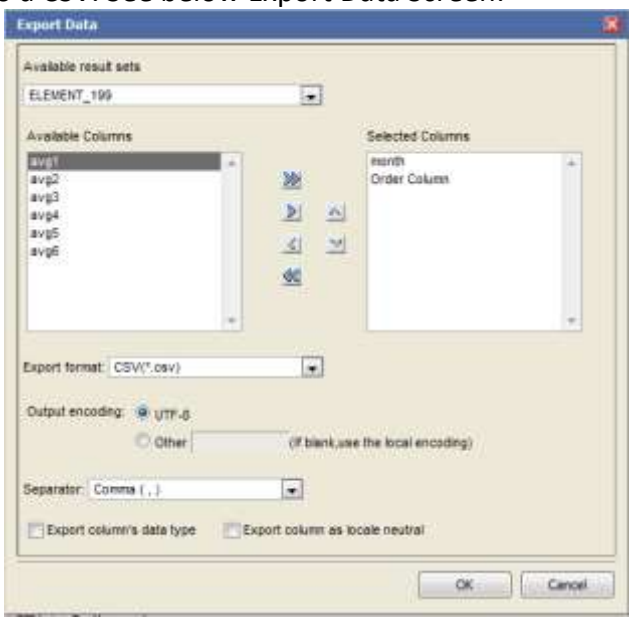


BIRT Analytical Reports

This option is not available where the Web User type is Overseas Agent.

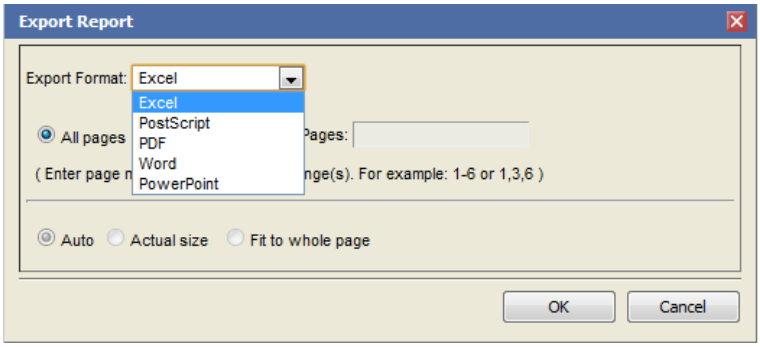
The below reports utilize the BIRT Reporting Tool. A BIRT Report is recognized with the following Report Heading:

The below Buttons explain the functions they perform:

	Run Report. If you are already viewing the report, pressing this button will re-run the same report by display the Report Criteria.
	Export Data. This allows users to choose which fields from the report they would like outputted into a CSV. See below Export Data Screen:  Once the above is selected, the below output is produced:

	Month	Order Column
2	Aug-11	11
3	Sep-11	10
4	Oct-11	9
5	Nov-11	8
6	Dec-11	7
7	Jan-12	6
8	Feb-12	5
9	Mar-12	4
10	Apr-12	3
11	May-12	2
12	Jun-12	1
13	Jul-12	0

Export Report. This allows users to output the Actual Report as it appears on the Web. See below:



Once the above is selected the report is displayed:

Supply Chain Trend Summary

Created On	Created to OS Confimation	Agent Conf to Supplier Conf	Supplier Conf to Ex Factory	Ex Factory to Job Created	Job Created to ETA	ETA to Delivered
Jul 2012	0	0	0	0	3	2
Jun 2012	0	0	0	0	7	1
May 2012	0	0	0	0	6	2
Apr 2012	0	0	0	0	6	2
Mar 2012	0	0	0	0	8	4
Feb 2012	0	0	0	0	15	4
Jan 2012	0	0	0	0	15	4
Dec 2011	0	0	0	0	10	4
Nov 2011	0	0	0	0	8	4
Oct 2011	0	0	0	0	11	5
Sep 2011	0	0	0	0	9	4
Aug 2011	0	0	0	0	10	4
Average	**0.00**	**0.00**	**0.00**	**0.00**	**9.00**	**3.33**

Jul 20, 2012 2:34 PM 1 of 1

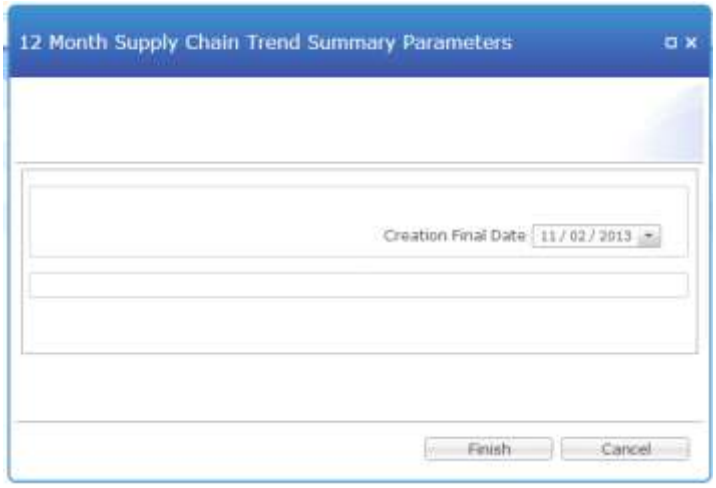
Print Report

Supply Chain Trend Summary

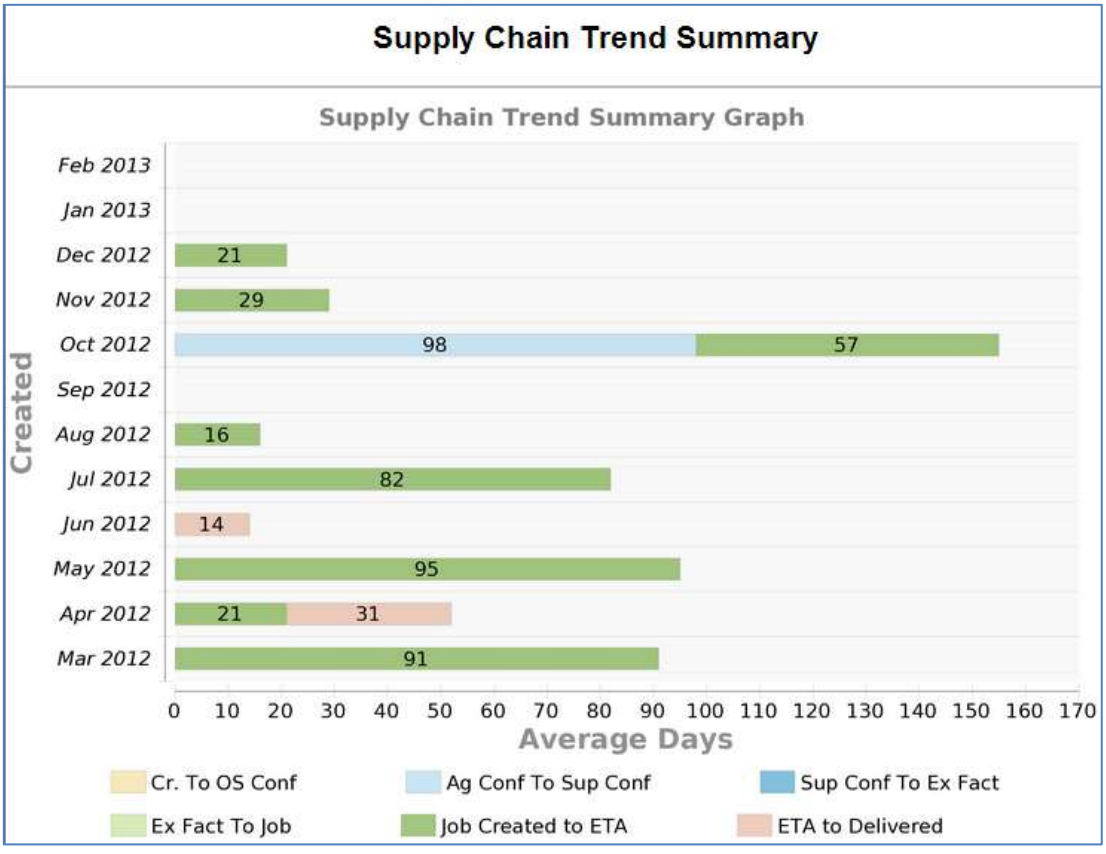
This report displays the Average number of Days between the following critical Milestones for the last 12 months.

Milestone from	Milestone to
Order Created	Overseas Agent Confirmation
Agent Confirmation	Supplier Confirmation
Supplier Confirmation	Ex – Factory Date
Ex- Factory Date	Job Created
Job Created to ETA	ETA to Delivered

The below Report Criteria Screen allows users to enter the latest Order Date for the report to search by. The report will search for all orders from inception to this entered date.



The report then generates and displays the following bar chart and table data:

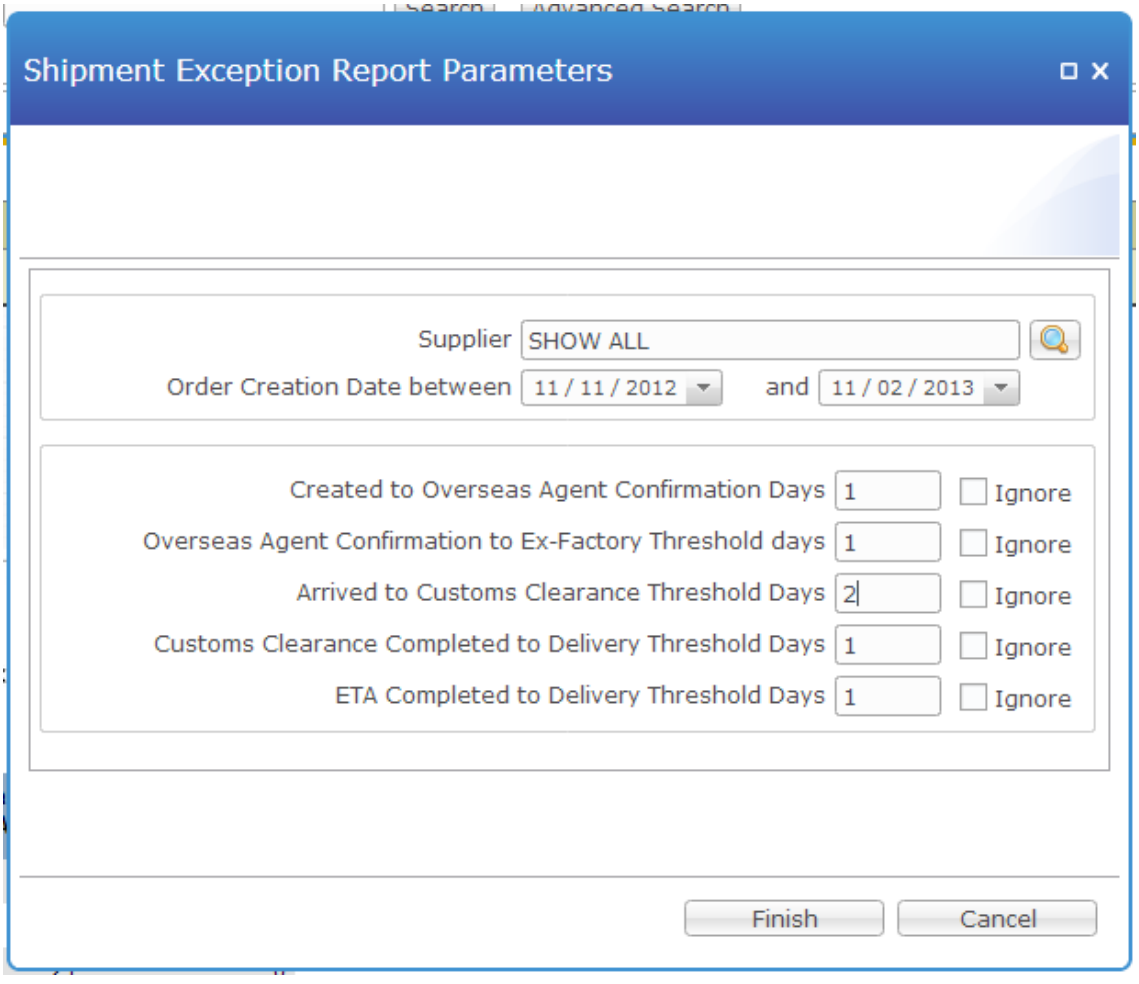


The above graph displays the average days between the critical milestones for the past 12 months, and above table supports the bar chart.

Created On	Created to OS Confimation	Agent Conf to Supplier Conf	Supplier Conf to Ex Factory	Ex Factory to Job Created	Job Created to ETA	ETA to Delivered
Feb 2013	0	0	0	0	0	0
Jan 2013	0	0	0	0	0	0
Dec 2012	0	0	0	0	21	0
Nov 2012	0	0	0	0	29	0
Oct 2012	0	98	0	0	57	0
Sep 2012	0	0	0	0	0	0
Aug 2012	0	0	0	0	16	0
Jul 2012	0	0	0	0	82	0
Jun 2012	0	0	0	0	0	14
May 2012	0	0	0	0	95	0
Apr 2012	0	0	0	0	21	31
Mar 2012	0	0	0	0	91	0
Average	**0.00**	**8.17**	**0.00**	**0.00**	**34.33**	**3.75**

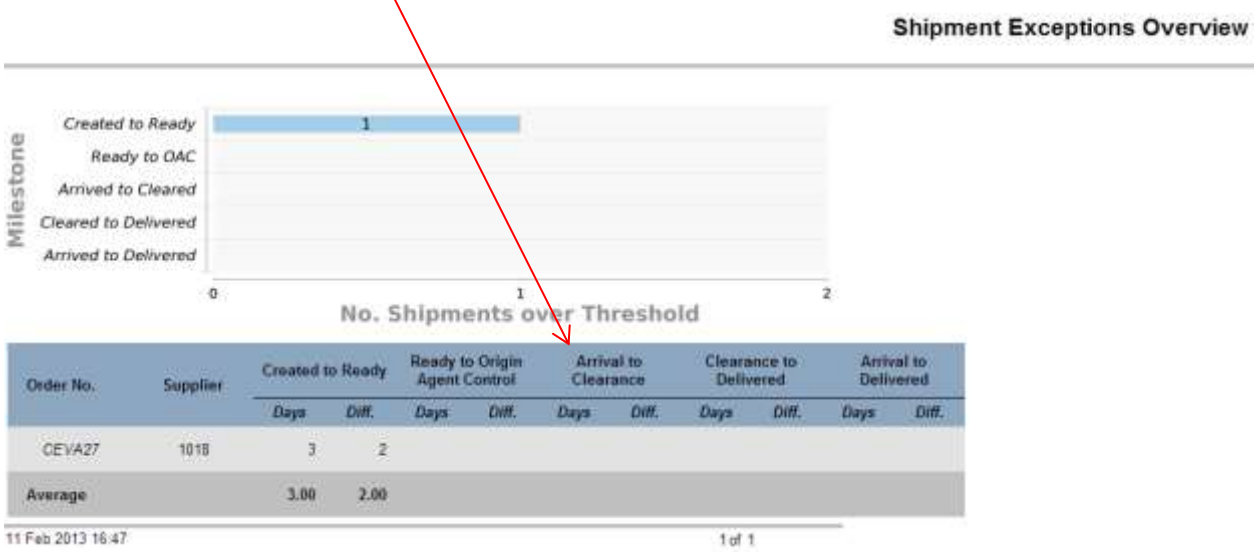
Shipment Exceptions

The Shipment Exceptions Report identifies the exceptions displayed below in the report criteria screen based off the selected threshold days.



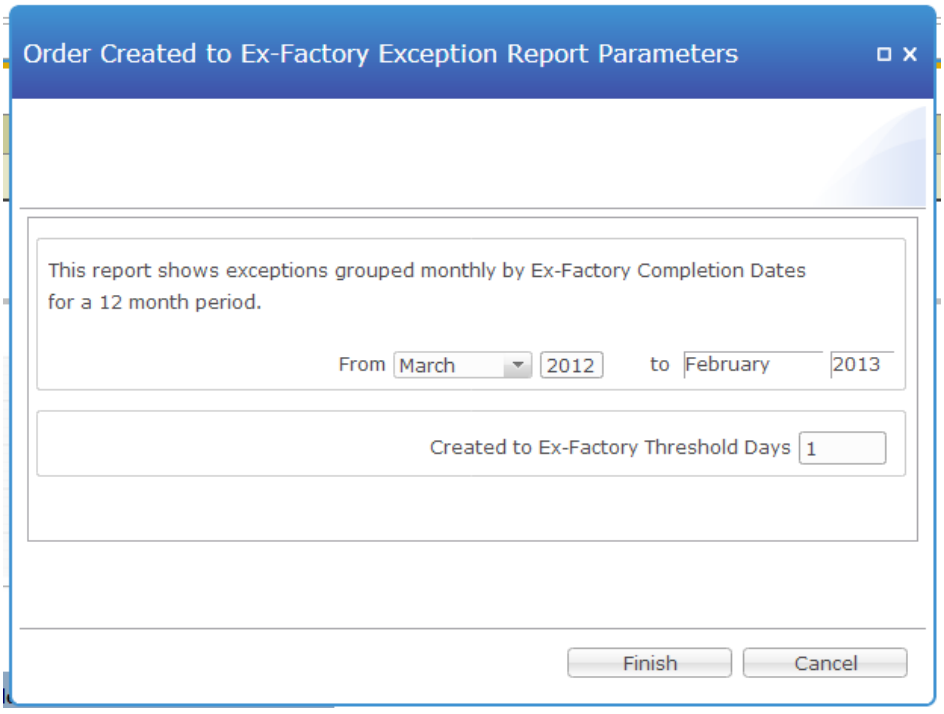
As per above example, we wish to identify any exception in the Arrived to Customs Clearance milestones.

Arrived to Customs Clearance Completed threshold days: If an acceptable number of days between these 2 milestones is between 1 and 2 days, then anything greater than that is deemed as an exception. Enter 2 in this field. The report will then display any order that has a Customs Clearance Completed Date more than 2 days from the Arrival Date.
As per below results: The Variance field within the Arrival to Clearance Milestones displays values for any order that exceeds 2 days.



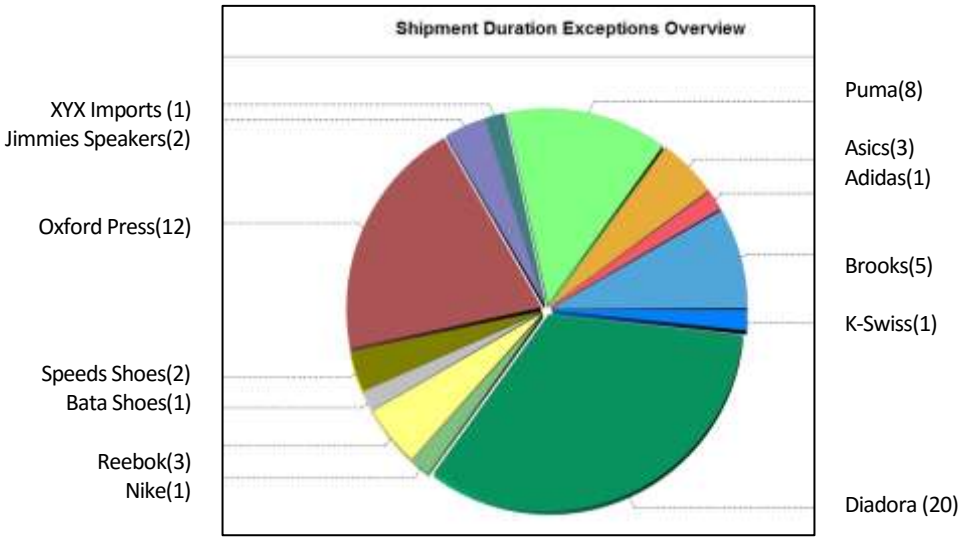
Please Note: If users wish to ignore any exception tick the Ignore tickbox next to the exception.

Order Created to Ex-Factory Exceptions
The Order Created to Ex-Factory Exception Report identifies any exception that occurs for orders that pass from Order Created to Ex-Factory over the number of threshold days, as per below report criteria screen.


Order Created to Ex-Factory Exception Report Parameters
This report shows exceptions grouped monthly by Ex-Factory Completion Dates for a 12 month period.
From March 2012 to February 2013
Created to Ex-Factory Threshold Days 1
Finish
Cancel

Shipment Duration Exceptions

The Shipment Duration Exception Report identifies any exception that occurs for shipments that exceed the number of threshold days from Order Created to Delivery. The below pie chart display the number of Exceptions by Supplier



Supplier Performance

The Supplier Performance Measures the performance of Supplier's in getting their goods ready by Ex-Factory Date. This is based on the Ex-Factory Date Milestones container estimates and actual dates. They are grouped by Ready Early, Ready Late and On-Time.

Appendix A

Code	Description
BAG	BAG
BAGS	BAGS
BALE	BALES
BOXS	BOXES
BRLS	BARRELLS
BTLS	BOTTLES
CANS	CANS
CASE	CASE
CNTR	CONTAINERS
COIL	COILS
CRT	CRATE
CTN	CARTON
CTNS	CARTONS
CYL	CYLINDER
DRUM	DRUMS
IB	IBC
JR	JAR
KG	KILOGRAM
LB	POUNDS
LI	LITRES
M3	CUBIC
PCS	PIECES
PKG	PACKAGE
PKGS	PACKAGES
PLT	PALLET
PLTS	PALLETS
RACK	RACK
REEL	REEL
ROLL	ROLL
ROLLS	ROLLS
SCRL	SCROLL
SETS	SETS
SHEET	SHEETS
SKD	SKID
SKDS	SKIDS
TANK	TANKS
TINS	TINS
TN	TONS
UNIT	UNITS
VEH	VEHICLE